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ANNOUNCEMENT OF MEETING

HAZARDOUS MATERIALS ADVISORY COMMITTEE

DATE: April 7, 1994
PLACE: Department of Public Health
101 Grove Street, Room 302

AGENDA

cements, Agenda Changes, Co-Chair, Will Harris	8:30 - 8:35
rogram Report - Sue Cone	8:35 - 8:45
idation/Budget	
Larry Meredith	8:45 - 9:00
Bill Lee	9:00 - 9:15
nssani	9:15 - 9:25
aul Fresina	9:25 - 9:35
Motak	9:35 - 9:50
nth's Agenda	9:50 - 10:00

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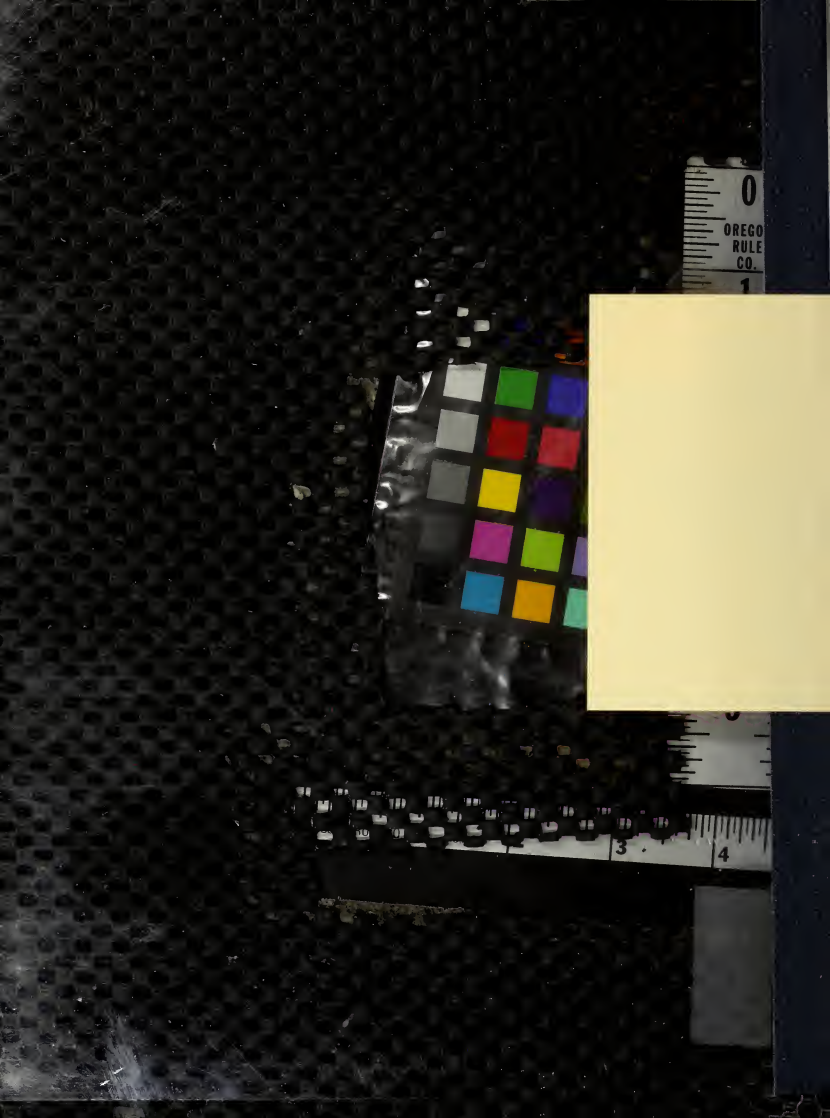
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Department of Public Health

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ANNOUNCEMENT OF MEETING

HAZARDOUS MATERIALS ADVISORY COMMITTEE

DATE: April 7, 1994
PLACE: Department of Public Health
101 Grove Street, Room 302

AGENDA

I.	Introductions, Announcements, Agenda Changes, Approval of Minutes - Co-Chair, Will Harris	8:30 - 8:35
II.	Hazardous Materials Program Report - Sue Cone	8:35 - 8:45
III.	BTHSS/BEHS Consolidation/Budget	
	Larry Meredith	8:45 - 9:00
	Bill Lee	9:00 - 9:15
IV.	CAO Update - Elahe' Enssani	9:15 - 9:25
V.	Sanitary Fill Update - Paul Fresina	9:25 - 9:35
VI.	Annual Report - Jerry Motak	9:35 - 9:50
VII	New Business/Next Month's Agenda	9:50 - 10:00

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ANNOUNCEMENT OF MEETING

HAZARDOUS MATERIALS ADVISORY COMMITTEE

DATE: June 2, 1994

PLACE: Department of Public Health
101 Grove Street, Room 302

AGENDA

I.	Introductions, Announcements, Agenda Changes, Approval of Minutes - Co-Chair, Will Harris	8:30 - 8:35
II.	Hazardous Materials Program Report - Pam Reitman	8:35 - 8:45
III.	Approval of Ordinance Amendments - Pam Reitman	8:45 - 8:55
IV.	HMO Exemption for Propane -- Pam Reitman	8:55 - 9:05
V.	CAO Update - Elahe' Enssani	9:05 - 9:20
VI.	Sanitary Fill Update - Paul Fresina	9:20 - 9:40
VII.	Roles and Responsibilities of the HMAC	9:40 - 9:55
VIII.	New Business/Next Month's Agenda	9:55 - 10:10

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HAZARDOUS MATERIALS ADVISORY COMMITTEE

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Minutes

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HAZARDOUS MATERIALS ADVISORY COMMITTEE

DATE: August 4, 1994
PLACE: 101 Grove Street, Room 302

Members Present: Edward Fowlie, Neil Gendel, Mark Galbo, Jerry Grey, Will Harris, Steven Medberry, Jeremiah Motak, Daniel Phelan, Barney Popkin, Anthony Sacco, Howard Strassner, Aurea Luis-Carnes

Members Excused: Thomas Bernard, Frank Donahue, Alice Glasner, Kathleen Kahler, Daniel Huff

Observers were: Maria Tropalis-Baird (CAO's Office), Pam Reitman (DPH), Gayle Golden (DPH), Bill Dorgan (MIS), Jim Brehmer (MIS), Sukey Schwartz, (Advisory Committee Secretary)

Meeting started at 8:40 a.m.

I. Introductions, Announcements, Agenda Changes

Mr. William Harris noted that Dr. Sandra Hernandez was not present as scheduled. He expressed frustration that Dr. Hernandez had not notified the group of her inability to attend the meeting. Mr. Harris added that Dr. Larry Meredith could not represent Dr. Hernandez as he was on vacation.

Mr. Harris asked Ms. Sue Cone to request that Mr. Steven Medberry (DPW), give a presentation on the Water Pollution Prevention Program. He would like the presentation to take place at next month's meeting.

Mr. Popkin announced that:
1. There will be a meeting of the Alternative Bayside Discharge Project on Saturday, August 6, at 9:00 A.M., at the Southeast Water Pollution Control Plant, Bayview/Hunter's Point Neighborhood:

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2. There will be a full meeting of the Mayor's Hunter's Point Annex Citizens Advisory Committee on Tuesday, August 9th at 9:00 A.M., at the Southeast Community Facility, Bayview/Hunter's Point Neighborhood;
3. There will be a public workshop on Refining the Preliminary Landuse Alternatives Plan for the Hunter's Point Annex Shipyard on Tuesday, August 16th, at 5:30 P.M., at the Southeast Community Facility, Bayview/Hunter's Point Neighborhood.

4. Two subcommittees, Landuse and Toxics, of the Mayor's Hunter's Point Annex Citizen's Advisory Committee, meet on the first Tuesday of each month at 8:00 A.M. and 10:30 A.M., respectively, at the Southeast Community Facility, Bayview/Hunter's Point Neighborhood. The next meetings will be on September 16th.

Mr. Anthony Sacco announced that the draft Environmental Impact Report on Bayside Discharge Alternatives had been completed.

Mr. Jeremiah Motak attended the El Dorado County Fair and announced that he had brochures on a curbside oil pick-up program that is in place in that county. They are able to use the Fire Stations as weekly collection sites for used oil. The San Francisco Fire Department does not offer this service, and Mr. Motak suggested that the CAO's office consider implementing it.

Mr. Jerry Grey commented that San Francisco has a Household Hazardous Waste facility that is fully staffed, every Thursday, Friday and Saturday, where citizens are able to dispose of hazardous materials, including used oil.

Mr. Harris said that the problem of used oil is being addressed at the State level by the Integrated Waste Management Board. There is a strong, new program for used oil recycling which is "really taking off" in San Francisco. Citizens can get actual cash for bringing in used oil to designated facilities.

Mr. Howard Strassner noted that according to the Household Hazardous Waste Collection Facility Annual Report, the amount of waste being brought in is actually decreasing.

Mr. Harris circulated the renewed membership list of committee members for corrections and updates.

After some discussion it was agreed to keep item 5 on the Agenda even though the speakers, Dr. Hernandez and Dr. Meredith were not present.

Minutes of the last Advisory Committee meeting were approved.

II. Hazardous Materials Program Report - Sue Cone

Ms. Sue Cone is working on a project with San Francisco City College which is giving a certificate program in Hazardous Materials Management. An individual who works for a consulting firm in the City volunteered to teach the class. He will divide his class into four groups and try to solicit businesses that need to comply with the Hazardous Materials Ordinance. The student interns will assist the businesses in registering with the City. The students gain experience in Hazardous Materials and the businesses get free consulting services. Ms. Cone has agreed to give participating businesses a short extension in their time frame by which to reply to the Hazardous Materials registration requirements. This is a pilot project and all are hopeful that it will succeed.

Pac Bell has donated two lap top computers to the Fire Department. One will be kept on the Fire Boat and the other on the HAZ MAT Rig. The main computer will be used on the Fire Boat with the reasoning that in the event of a disaster, the safest place will be on the Bay. The two computers will be set up to interface with one another. The Fire Department will meet with HAZ MAT sometime this week to figure out how to download emergency response information from our computers. Mr. Jerry Grey added that they are "state of the art" computers and that this is a big step in the right direction, although the City is still lacking necessary equipment such as cellular telephones.

Ms. Cone introduced Mr. Jim Brehmer and Mr. Bill Dorgan. Mr. Brehmer's position is covered by Toxic's budget and Mr. Dorgan's by Environmental Health. As well as being a computer expert, Mr. Brehmer has previous Hazardous Materials experience.

Mr. Patrick Fosdahl, a Senior Environmental Health Inspector for the permitting section, is the lead inspector at UCSF. The University has recently hired 30 Safety Advisors to work in their different departments. Mr. Fosdahl met with the Advisors and gave a presentation on hazardous materials management.

Hazerdous Materials staff is also in the process of inspecting San Francisco General Hospital. It is the first time in the history of this program that the Hospital has been inspected. The problem has been confusion over which areas are in the jurisdiction of UCSF and which fall under that of the City. Mr. Fosdahl along with other staff members, were able to make the differentiation and proceed. Staff is quite impressed with the cooperation they have received and the promptness with which the violations are corrected.

The amendment to Article 21 of the San Francisco Health and Safety Code, which includes changes related to the medical society and the dental society, along with the fee changes, was passed at the Health Commission on Tuesday and will be approved by the Board of Supervisors some time in September.

Many changes are taking place at the State level, including SB 1082 which was signed approximately a year ago. The legislation calls for the consolidation of six hazardous materials/hazardous waste programs. An implementation advisory committee is currently in the process of developing regulations which will dictate how the consolidation will take place. Administering agencies such as the Health Department (Hazardous Materials), will be called "CUPA's", (Consolidated Unified Program Agencies). Each agency must apply to be a CUPA, and under the new legislation there will be increased oversight by the State. Application to become a CUPA is broken down into quarters. The five larger counties, Alameda, Contra Costa, Los Angeles, San Diego and Santa Barbara will be applying in the last quarter, January of 1996. The other three quarters are still open and will be divided among the remaining counties in order of those most organized in their applications. San Francisco will most likely have to apply by the first quarter, March 31st of 1995. Ms. Cone is having difficulty obtaining information necessary to apply.

An umbrella organization is currently forming to oversee all Hazardous Materials Professionals. Membership is to include individuals from any government agency that is involved with hazardous materials management or regulation. This will be an invaluable source of information for participants.

Mr. Scott Nakamura, who runs the Hazardous Waste Program, and his staff are working on developing a new ordinance for enforcement of the Hazardous Waste regulations. The ordinance should raise revenue for the

City which is currently collected by the State. Mr. Nakamura will update the HMAC on his progress at a date in the near future.

Ms. Aurea Luis-Carnes asked if the group was aware of the expansion of the UCSF facility at parcel 8 at Hunter's Point, and why they hired so many Safety Advisors. Ms. Cone responded that she was not aware of the expansion and that the reason for the number of Safety Advisors was probably determined by the amount of work the University felt had to be done. Ms. Luis Carnes explained that there is a problem at the Annex because they are in negotiations with the Navy and she wondered what all the Safety Advisors would be doing. Ms. Cone responded that the Advisors had their work cut out at UCSF and would not be involved in the expansion.

III. CAO Update - Elahe' Enssani

Ms. Enssani reported that she had sent out the Household Hazardous Waste Annual Report along with fact sheets she handed out which pertain to painting contractors, automotive repair shops, autobody repair shops and printers. Ms. Enssani added that there will be a one day collection event on Sunday, August 7th. She also had a list of centers which accept used oil. Ms. Enssani added that the CAO's office has been following up with businesses in order to determine the amounts in which they have been able to reduce their hazardous waste. Mr. Harris asked Ms. Enssani to find out what, if anything, the City is doing with regard to oil pollution at the Marina. Ms. Enssani will look into it. She also reported that a consultant has compiled a list of TSDF's (Treatment, Storage and Disposal Facility) for the CAO's office.

Mr. Neil Gendel discussed problems with painting contractors coming into contact with the large amounts of lead paint that exist in the City. There is a pilot program in the City that serves to teach people how to safely remove lead paint and Mr. Gendel believes this program should serve as a model to the State. He suggested that Ms. Enssani get in contact with the State regarding this program.

IV. Sanitarv Fill Update - Paul Fresina

Mr. Paul Fresina was not present. Mr. Harris had hoped to hear how the current expansion plan was progressing in terms of the EIR process, and asked that a note be sent to Mr. Fresina requesting a report on the upgrade

and expansion plan of the Sanitary Fill facilities, as well as the household and commercial programs. An EIR committee is in place and a consultant has been hired to represent the committee in the consolidation. Ms. Cone will draft a letter to Sanitary Fill requesting a report.

Mr. Jerry Grey reported that he had participated in an quarterly emergency exercise with Sanitary fill and that it had been excellently run.

Mr. Jerry Motak stated that the EIR for the Sanitary Fill expansion is available to the public at the Department of City Planning.

V. Toxics/BEH Consolidation

Mr. Harris informed the group that Mr. Bill Lee has been moved to the Human Resources Department, and that Toxics' staff is now reporting to Dr. Larry Meredith until the consolidation is complete. Mr. Strassner stated that one of the most important reasons for opposing the consolidation was that the productive move would have been to combine the departments of Hazardous Materials and Hazardous Waste. Mr. Harris and Mr. Strassner met with members of the HAZ MAT staff to prepare for this item when it was still believed that Dr. Hernandez would be in attendance. Members of the sub-committee and the HM staff agree that change can be productive. Among the questions raised were:
Is it reasonable to mix a department that is involved in very complex and risky assessment issues with a division involved with other issues that do not coincide with those qualifications;
If it is befitting to combine those two departments, what type of significant costs would be involved in cross-training of staff who currently perform such unlike duties,
Who will direct the consolidation and will that decision be solely based on a Civil Service test designed many years ago, and does not address issues involved in the Department of Hazardous Materials as it exists today, and finally,
Will the resolution that the Committee writes be directed to the Health Commission, the Board of Supervisors or to Dr. Hernandez.

Ms. Cone reported that there was a work group of independent individuals from the Health Department, as well as two people from Environmental Health and two representatives from Toxics, (Ms. Cone and Mr. Scott Nakamura). This group crafted the consolidation plan but had nothing to do with the selection of the director. Dr. Hernandez has indicated that she

plans to reconvene this Consolidation Committee to include neighborhood groups. She was to have attended the August meeting in order to get input from the HMAC. Dr. Hernandez did attend a meeting with the full staff shortly after the decision had been made to consolidate. Subsequently she announced that the consolidation would be postponed. Dr. Meredith then met with Haz Mat and Haz Waste individually, and advised that consolidation would take place within one month; that would have meant at the end of July.

Ms. Cone met with Dr. Meredith in the beginning of this week at which point Dr. Meredith stated that it would probably be one more month, approximately the end of August. At some point in that interim Dr. Hernandez met with the program managers who expressed their concerns, among which were fears of repercussions due to their attendance of the Board of Supervisors Committee hearing on the subject of Consolidation and the dismissal of Mr. Bill Lee. Dr. Hernandez assured the group that there would be no problems in that regard. She conceded that Mr. Lee was probably the most qualified person for the position of Director, but that the decision was dictated by Civil Service rules. She will continue to talk to community groups, but intends to go forward with the consolidation as planned.

Mr. Grey attended a meeting with Dr. Hernandez and Dr. Meredith in which he expressed his concerns and disappointment that the Toxics program was to lose Mr. Lee. His concern is in maintaining the integrity and morale of the team that Mr. Lee so aptly assembled and trained. Mr. Grey advised Dr. Hernandez that people involved in the Hazardous Materials Program were out exploring other employment opportunities. He was impressed with the Dr.'s ability to listen and also with her unwillingness to commit to anything. Shortly after the meeting there was a SFFD training for the DPH and Mr. Grey was pleased that Dr. Meredith participated, as well as Mr. Ben Gale. Their attendance seemed to show a commitment that the new command intends to take the H.M. program seriously. Mr. Richard Lee also participated in the event. Mr. Grey conveyed a comment by Dr. Hernandez to the effect that there is no way she could fire someone who has not done anything wrong and is doing a fine job.

Mr. Harris made clear that neither he nor the Committee takes a position against Mr. Gale personally or as a manager for Environment Health. It is simply a matter of Mr. Lee being the most qualified candidate for the job. Much of Mr. Harris' aggravation stemmed from the fact that the

Committee had been left out of the entire process which insulted him. The Committee had every right to be a part of the process and should still take a formal stand.

Mr. Strassner said the State proposed area of consolidation will make for a larger charge for the HMAC. There are over twenty State and Federal laws that the Department must adhere to, of which, perhaps, Dr. Hernandez may not have been aware. Mr. Strassner "roughly" moved that the HMAC provide Dr. Hernandez and the Health Commission with the new information and possibly, to draft a charter amendment creating a new commission to oversee environmental issues. The proposal should include the recommendation that Mr. Lee be retained.

Ms. Cone discussed SB-1082 and SB-1185. In accordance with these new laws, San Francisco, will have to apply to the State to become a CUPA. A CUPA is an agency empowered and required by the State to enforce six laws pertaining to hazardous materials those being: above ground tanks; underground storage; business plans, risk management and prevention plans (RMPP's); article 80 of the Fire Code and hazardous waste generator inspection. Participating agencies (PA's) such as the Fire Department, will work under the CUPA. Ms. Cone suggested that there be one person responsible for the areas in the Health Department which would fall under the CUPA. Mr. Harris believes that under the new consolidation plan all of these divisions will become scattered rather than more united. Mr. Grey asked if these recommendations for consolidation came from Bill Lee. Ms. Cone responded that the current presentation represents approximately ninety percent of Mr. Lee's proposal, but added that this was all discussed when it was assumed that Mr. Lee would be the Director and would oversee the consolidation.

Mr. Popkin said it would be childish to come back and criticize the consolidation just because we did not get our way when it came to the directorship.

Mr. Gendel countered that from the outset "we were told that both Mr. Lee and Mr. Ben Gale were on level playing fields so we did not act. That was never the case."

Ms. Reitman advised the Committee that the consolidation was mandated and that Dr. Hernandez could have asked the committee's opinion but that it would not have mattered. There was also a mandate to provide cross-training between the two departments which directly contradicts the State

mandate for CUPAs. The Department of Public Health has raised its own consolidation of two unrelated bureaus above the State mandated consolidation to further combine related issues such as hazardous waste and hazardous materials. This would be an important issue to discuss with Dr. Hernandez as it would be impossible to cross-train two dissimilar bureaus.

Aurea Luis-Carnes stressed that she did not think the Civil Service Test or the selection process was fair.

Many Committee members continued to be very upset over the choice of Mr. Ben Gale over Mr. Bill Lee, and much heated discussion followed.

Mr. Gendel is the Chair of Mission Bay Hazardous Waste Investigation and Remediation Advisory Committee which focuses on the removal of hazardous waste from Mission Bay, and was created out of the Development Agreement legislation that authorized the City to go forward with the Catellus Corporation to develop Mission Bay. This committee has written a resolution regarding the consolidation and the dismissal of Mr. Lee, which Mr. Gendel will provide to the HMAC. Included in the resolution is the fact that there is no consolidated budget for cross-training.

There was a motion to draft a resolution to Dr. Hernandez opposing consolidation and lamenting the loss of Mr. Bill Lee and to vote on it at the September meeting of the HMAC.

The motion was passed with three dissenting votes.

There was a second motion to write a letter to Dr. Hernandez asking her to defer consolidation until the HMAC has the opportunity to meet with her.

The motion was passed with one dissenting vote.

VI. New Business/Next Month's Agenda

There is no new business at this time.

Meeting adjourned.

HAZARDOUS MATERIALS ADVISORY COMMITTEE

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ANNOUNCEMENT OF MEETING

DATE: September 1, 1994

PLACE: Department of Public Health
101 Grove Street, Room 302

AGENDA

I.	Introductions, Announcements, Agenda Changes, Approval of Minutes - Co-Chair, Jerry Motak	8:30 - 8:40
II.	Hazardous Materials Program Report - Sue Cone	8:40 - 8:50
III.	CAO Update - Elahe' Enssani	8:50 - 9:00
IV.	Sanitary Fill Update - Paul Fresina	9:00 - 9:10
V.	DPW Water Pollution Prevention Program - Steve Medberry	9:10 - 9:45
VI.	New Business/Next Month's Agenda	9:45 - 10:00

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DATE: OCTOBER 6, 1994
PLACE: 101 Grove Street, Room 302

Members Present: Edward Fowlie, Thomas Bernard, Neil Gendel, Alice Glasner, Daniel Huff, Steven Medbery, Mark Galbo, Will Harris, Jeremiah Motak, Daniel Phelan, Anthony Sacco, Frank Donahue, Howard Strassner

Members Excused: Jerry Grey, Barney Popkin

Observers were: Elahe' Enssani (CAO), Eugene Lau, Paul Fresina (Sanitary Fill Company), Dr. Larry Meredith (DPH), Dr. Sandra Hernandez (DPH), Sue Cone (DPH), Jim Brehmer (MIS), Tatiana Rookowsky (PRC EMI), Sukey Schwartz (Advisory Committee Secretary)

Meeting started at 8:34 a.m.

I. Introductions, Announcements, Agenda Changes

Introductions were made.

Mr. Eugene Lau (UCSF) asked the committee secretary to make a change in the September minutes to reflect the correct title of the previously referred to Radiation Safety Officers, to Departmental Safety Advisors.

Minutes of the last Advisory Committee meeting were approved.

II. Departmental Update - Dr. Sandra Hernandez

Dr. Hernandez reported that she will be holding a hearing at the Health Commission on the San Francisco Commission on the Environment State of the City Report. A work group is being reconvened to consider recommendations regarding changes in the Bureaus of Toxics and Environmental Health.
Dr. Hernandez requested that the HMAC choose a member to represent the committee in the work group. The group will decide on issues such as in

which areas it is reasonable to perform cross-training, along with changes required to conform with State legislation. The Health Department has suffered budget cuts of 70 million dollars over the last four years, and is under serious salary savings mandates for FY 95/96. In light of these budgetary concerns, it will be very difficult to fill vacant positions. The work group will be called upon by administration to give input during the annual budget hearings before the Board of Supervisors. Dr. Hernandez stressed the importance of public advocacy with regard to issues and not choice of managers. She requested that people organize themselves to address the Board of Supervisors on the importance of public safety issues such as waste sites in the City.

With regard to the concerns about loss of expertise in the department of Toxics with the departure of Mr. Bill Lee, Dr. Hernandez stated that Mr. Lee will be retained one quarter time to oversee the clean-up surrounding base closures. Mr. Lee will continue on this basis for the next six to twelve months, at which time his job duties will be reevaluated.

Dr. Hernandez stated that Dr. Larry Meredith is currently in charge of the Bureau of Toxics and Mr. Ben Gale is responsible for the Bureau of Environmental Health. Mr. Gale placed first on the Civil Service exam, and Dr. Hernandez is hopeful that given the opportunity, he will prove to be a good manager of the Bureau of Toxics. She added that the department of Toxics was far from being self sustaining. When questioned about Mr. Bill Lee's ouster, Dr. Hernandez responded that she could not justify paying two people for one job description, and that Civil Service rules dictated the choice of Mr. Gale for the position.

Dr. Hernandez communicated her observation that the DPH has historically kept its employees in the same positions for years on end, and said that she would like to give employees the opportunity to move and grow.

III. Administrative Update - Dr. Larry Meredith

Dr. Larry Meredith reiterated that the 95/96 budget process is under way, and that he will be involved in the work group which is currently being formed. He looks forward to input and feedback that the HMAC will provide. The group may include a representative from the City Attorney's office, as the State's process must be factored in to the recommendations made.

Dr. Meredith also reported that there had been concern on the part of the Health Commission, about the timeliness of the HMAC Annual Report, as well as the length of the document. A summary version of the report was developed by Hazardous Materials Division staff and distributed for HMAC member review.

IV. Hazardous Materials Program Report - Sue Cone

Ms. Sue Cone announced that the San Francisco Commission on the Environment will hear the Hazardous Materials section of the State of the City report at the State Building on October 11th, at 6:00 P.M. Supervisor Kevin Shelly has called for a hearing to address contaminated sites in the City, which will take place at the Board of Supervisors sub-committee, Health, Safety and the Environment on Tuesday, October 25th, 10:00 A.M., in room 228 of City Hall.

Ms. Cone stated that it was with difficulty she had to announce Ms. Pam Reitman's resignation, and read a short statement from Ms. Reitman to the Committee.

Mr. Howard Strassner moved that the committee send a letter to Ms. Reitman expressing its appreciation for the contributions she has made by having participated in the HMAC. The motion carried unanimously.

V. CAO Update - Elahe' Ensanni

This report was tabled, as Ms. Elahe' Ensanni had to respond to an emergency at a Bart station. Ms. Ensanni left a sheet with the following announcements:

1. The CAO's office is in the process of preparing a fact sheet on the Senior Engineer Corp. contract. Ms. Ensanni will distribute the document at next month's meeting.

2. The second phase of the Senior Engineer Corp. is near completion, and should be implemented in December.

3. The CAO's office supports the proposal by Sanitary Fill to add more days to its drop-off schedule.

VI. Sanitary Fill Update - Paul Fresina

Mr. Paul Fresina distributed a flyer entitled "1995 Operational Issues" which addressed the following items:

1. The VSQG Pilot Program appointments will be offered on more days, but with fewer appointments per day. Often, when the DPH does inspections, they refer people to the VSQG program. Increasing the frequency of days may help businesses to get in compliance in a timely fashion.

2. Sanitary Fill will be purchasing puncturing equipment in order to process aerosol cans. This plan has been approved by both the Bay Area Air Quality Management District and Cal-EPA's Department of Toxic Substances Control.

3. Sanitary Fill has hired an architect/engineer to design shelves for drums in the storage area of the facility.

A motion was made to go on record as supporting the proposed increase in days open for disposal. The motion passed unanimously, and at next month's HMAC meeting it will be decided when to send it on to the Board of Supervisors and the Local Assessment Committee.

VII. Hazardous Materials Annual Report - Jerry Motak

Mr. Jerry Motak asked members to take copies of the Annual Report for review and recommendations for its consolidation. Ms. Cone distributed an abbreviated version of the report for members to consider adopting. Mr. Motak suggested that the committee work on the report at the November and December meetings, and that the report be finalized for presentation to the Health Commission by January.

VIII. New Business/next Month's Agenda

Nominations are now open for the new Co-Chairs for the Committee. The Committee needs to appoint a representative for the Director's work group.

Meeting adjourned at 10:37 A.M.

HAZARDOUS MATERIALS ADVISORY COMMITTEE

ANNOUNCEMENT OF MEETING

DATE: November 3rd, 1994
PLACE: Department of Public Health
101 Grove Street, Room 302

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AGENDA

I.	Introductions, Announcements, Agenda Changes, Approval of Minutes - Co-Chair, William Harris, Jr.	8:30 - 8:35
II.	DPH Update - Dr. Larry Meredith	8:35 - 8:45
III.	Hazardous Materials Program Report - Sue Cone	8:45 - 8:55
IV.	Selection of Representative to Director's Consolidation Comm.	8:55 - 9:05
V.	Nomination Committee for HMAC Co-Chairs	9:05 - 9:15
VI.	CAO Update - Elahe' Enssani	9:15 - 9:25
VII.	Sanitary Fill Update - Paul Fresina Motion to Support Increased Disposal Days	9:25 - 9:35
VIII.	Hazardous Materials Annual Report - Jerry Motak	9:35 - 10:00
IX.	New Business/Next Month's Agenda	10:00 - 10:10

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Hazardous Materials Advisory Committee

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MINUTES
DATE: NOVEMBER 3, 1994
PLACE: 101 Grove Street, Room 302

Members Present: Edward Fowlie, Neil Gendel, Alice Glasner, Anthony Sacco, Frank Donahue, Aurea Luis-Carnes, Barney Popkin

Members Excused: Mark Galbo, Jerry Grey, Jerry Motak

Observers were: Maria Trapalis-Baird (CAO), Geoff Caan (CAO), Paul Fresina (Sanitary Fill Company), Dr. Larry Meredith (DPH), Sue Cone (DPH), Jim Brehmer (MIS), Sukey Schwartz (Advisory Committee Secretary)

Meeting started at 8:45 a.m.

I. Introductions, Announcements, Agenda Changes

Introductions were made.

Mr. Neil Gendel chaired the meeting as both Co-Chairs were absent.

Mr. Anthony Sacco announced that the Board of Supervisors had passed a resolution, delaying all Clean Water projects for three years.

Mr. Barney Popkin will be in Hong Kong and therefore unable to attend next month's meeting.

II. DPH Update - Dr. Larry Meredith

Dr. Meredith reported that the budget process is underway, and he doesn't expect any reductions in the Bureaus of Toxics or Environmental Health.

The HMAC will be receiving a letter from the Director's office, requesting that the committee choose a representative for a work group [illegible] will review the restructuring of the Bureaus of Toxics and Environmental Health, as well as the impact of the CUPA law on City Government, cross-training within the department, and the review of earlier work group recommendations.

The Garage at 24th and Utah streets continues to be a controversial issue. The costs of mitigation have increased dramatically (from 1.6 million to 4 million dollars), and the Departments of Traffic, Health and MUNI are looking at ways to share costs. The General Fund will have to be tapped in order to resolve the problem and complete the project.

III. Hazardous Materials Program Report - Sue Cone

Mr. Jin Tang, an inspector for the Bureau of Toxics, has been helping Chinese business owners with language barriers to come into compliance with the City Ordinance. Recently, a business owner sent a letter to Mayor Frank Jordan, commending Mr. Tang's efforts. Ms. Sue Cone shared the letter with the Committee.

City College of San Francisco, Regional Environmental Business Resource and Assistance Center (REBRAC), and Lawrence Livermore National Laboratory co-sponsored a workshop regarding Environmental Compliance. Ms. Cone gave a presentation on our program, and distributed the registration packet. One of the sponsors, who has been leading these conferences all over the State, noted that ours is the most well organized, streamlined program he had seen.

The Bureau of Toxics is down four positions. Ms. Cone displayed a chart which compares revenues for the last three years. She expects the next report to parallel that of two years ago, as registration is renewed on a biennial basis.

Ms. Cone also gave a brief presentation on a new database designed to track inspections.

Mr. Bill Lee has been appointed to a Federal Committee named EPA/DOD (Department of Defense) Federal Facility and Environmental Dialouge Committee.

IV. Selection of Representative to Director's Consolidation Committee

Action was delayed on the selection of the representative, awaiting a letter from the Director. This item will appear on next month's agenda. Mr. Neil Gendel moved that the Committee request information regarding the composition of the work group. The motion passed unanimously. Mr. Anthony Sacco will compose the letter to the Director.

V. Nomination Committee for HMAC Co-Chairs

The Nomination Committee will make available its nominees at next month's meeting.

VI. CAO Update - Elahe' Enssani

In Ms. Elahe' Enssani's absence, Maria Trapalis-Baird provided the CAO's update. Dario Douglas of "Horizons" secured a variance from the State which allows her to dispose of 270 gallons of used motor oil per month.

Jeff Caan displayed a map of the recycling drop-off facilities in the City. The CAO's office is working with Chevron in order to get all of their stations to collect or buy used motor oil.

VII. Sanitary Fill Update - Paul Fresina

This item was tabled as Mr. Paul Fresina had no new business to discuss.

VIII. Hazardous Materials Annual Report - Jerry Motak

This item was tabled as Mr. Jerry Motak was out sick.

Ms. Cone urged Committee members to seriously consider the suggested abbreviated format for the annual report, as the Health Commission has asked that the report be submitted to them no later than six months after the close of the reporting period.

IX. New Business/Next Month's Agenda

There was no new business.

Meeting adjourned at 10:30 A.M.

Hazardous Materials Advisory Committee

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ANNOUNCEMENT OF MEETING

DATE: December 1st, 1994
PLACE: Department of Public Health
101 Grove Street, Room 302

AGENDA

I.	Introductions, Announcements, Agenda Changes, Approval of Minutes - Co-Chair, William Harris, Jr.	8:30 - 8:35
II.	DPH Update - Dr. Larry Meredith	8:35 - 8:45
III.	Hazardous Materials Program Report - Sue Cone	8:45 - 8:55
IV.	Selection of Representative to Director's Consolidation Comm.	8:55 - 9:05
V.	Nomination Committee for HMAC Co-Chairs	9:05 - 9:15
VI.	CAO Update - Elahe' Enssani	9:15 - 9:25
VII.	Sanitary Fill Update - Paul Fresina	9:25 - 9:35
VIII.	Hazardous Materials Annual Report - Jerry Motak	9:35 - 10:00
IX.	New Business/Next Month's Agenda	10:00 - 10:10

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HAZARDOUS MATERIALS ADVISORY COMMITTEE

MINUTES

DATE: DECEMBER 1, 1994

PLACE: 101 Grove Street, Room 302

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Members Present: William Harris, Jr., (Co-Chair) Jerry Motak, (Co-Chair) Edward Fowlie, Neil Gendel, Alice Glasner, Anthony Sacco, Aurea Luis-Carnes, Howard Strassner

Members Excused: Mark Galbo, Jerry Grey, Barney Popkin

Observers were: Maria Trapalis-Baird (CAO), Dr. Larry Meredith (DPH), Sue Cone (DPH), Jim Brehmer (MIS), Sukey Schwartz (Advisory Committee Secretary)

Meeting started at 8:40 A.M.

I. Introductions, Announcements, Agenda Changes

Introductions were made.

Minutes of the last Advisory Committee meeting were approved.

Mr. Anthony Sacco asked that the Secretary adjust last month's minutes to reflect that the Board of Supervisors had passed a resolution, requesting a delay in all Clean Water projects for three years. It was previously reported that the Board had passed a resolution which indeed delayed the projects for three years. The Board does not have the power to delay, only to request the delay.

Mr. Barney Popkin is involved in projects in Jakarta, Indonesia, and would like to be informed on the progress the HMAC has made in his absence.

Mr. Jeremiah Motak announced that there are two vacancies on the Committee, and asked members to consider others who may be interested in participating in it.

Mr. Howard Strassner admonished the Committee to adhere to City policies of double-sided copies, and that we fold and staple minutes and agenda, rather than using envelopes. Dr. Larry Meredith added that we

should look into purchasing a machine which the entire Department could use for folding and stapling.

II. DPH Update - Dr. Larry Meredith

Dr. Meredith reported that the Department is developing the 95/96 budget, and that the Bureau of Toxics is being seen as a priority.

The consolidation of the Bureaus of Toxics and Environmental Health, should be finalized by the end of the week.

The Director's office is still looking for a representative from the HMAC for their work group. There will be a work group to consider recommendations for the consolidation, a community group to review the work group's recommendations, and the executive group to make the final decisions.

III. Hazardous Materials Program Report - Sue Cone

The proposed amendment to the Health and Safety Ordinance, which allows certain exemptions for the medical community, will be heard at the Board of Supervisor's sub-committee meeting on Health, Public Safety and the Environment, on Tuesday, December 13th, at 10:00 A.M.

IV. Selection of Representative to Director's Consolidation Committee

A motion was made to nominate Mr. William Harris, Jr. to represent the HMAC on the "Community Consolidation Committee". The motion carried unanimously.

Ms. Aurea Luis-Carnes made a motion to request that Dr. Sandra Hernandez include a member of the HMAC in the "Director's Committee" on the consolidation. The motion passed with one dissenting vote.

V. Nomination Committee for HMAC Co-Chairs

Mr. Anthony Sacco, of the Nomination Committee, moved that the current Co-Chairs remain on for the next term. The motion carried unanimously.

VI. CAO Update - Maria Trapalis-Baird

Ms. Maria Trapalis-Baird reported that a resolution requesting that the VSQG Pilot Program be expanded to operate on a monthly basis, was submitted to the Board of Supervisors.

The CAO's office is giving a grant to "Sustainable City" in order for them to provide household hazardous waste reduction workshops for various community groups.

The CAO's office is also working with Unocal and Chevron to certify them to collect used motor oil from the public.

VII. Sanitary Fill Update - Paul Fresina

This item was tabled since Mr. Paul Fresina was not present.

VIII. Hazardous Materials Annual Report - Jerry Motak

Mr. Jerry Motak requested that the group review the Annual Report, as well as the suggested new format. The Committee must agree to a format by February 1st.

Ms. Alice Glassner suggested there be more explanation to go along with the graphics included in the report. She also recommended that the first page outline the tasks of the Committee, in a brief five to ten points.

Mr. William Harris stated that all environmental issues across the board must be considered, that each specific issue must be included, and that he will not agree to the new suggested format.

Ms. Trapalis-Baird would like to include a statement as to why the CAO's office does not sponsor more Haz Waste collection events. She will compile an explanation which will include issues such as budgetary constraints.

Mr. Neil Gendel made the following suggestions:

1. That we address all Haz Mat/Waste issues, as outlined in the Ordinance, rather than limiting our reports to the Hazardous Materials Division.

2. The report should include community concerns, such as the co-generation plant and base closures, and that the Committee should make recommendations regarding these issues.

3. Doing a more detailed report is helpful to new members.

4. Target the audience prior to deciding on the format.

5. Include in the report, grades for the DPH, including commissioners, on their responses to last year's recommendations by the Committee.

Mr. Howard Strassner said the Committee should consider "picking and choosing" a style each year to accommodate the contents of the report.

Mr. Strassner moved that the next Annual Report include information from July of '93 through June of '95, as the Committee is behind schedule in its reporting. The motion passed unanimously.

IX. New Business/Next Month's Agenda

Next month's agenda will include the review of Summaries and Recommendations of past monthly reports, as well as considering specific issues by section.

Meeting adjourned at 10:35 A.M.

HAZARDOUS MATERIALS ADVISORY COMMITTEE

ANNOUNCEMENT OF MEETING

DATE: January 5, 1995
PLACE: Department of Public Health
101 Grove Street, Room 302

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AGENDA

I.	Introductions, Announcements, Agenda Changes, Approval of Minutes - Co-Chair, William Harris, Jr.	8:30 - 8:35
II.	DPH Update - Dr. Larry Meredith	8:35 - 8:45
III.	Hazardous Materials Program Report - Sue Cone	8:45 - 8:55
IV.	CAO Update - Elahe' Enssani	8:55 - 9:05
V.	Sanitary Fill Update - Paul Fresina	9:05 - 9:15
VI.	Annual Report Discussion	9:15 - 9:55
VII.	New Business/Next Month's Agenda	9:55 - 10:00

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Department of Public Health
Bureau of Toxics, Health & Safety Services
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HAZARDOUS MATERIALS ADVISORY COMMITTEE
MINUTES
DATE: JANUARY 5, 1995
PLACE: 101 Grove Street, Room 302

Members Present: William Harris, Jr., (Co-Chair) Jerry Motak, (Co-Chair) Edward Fowlie, Frank Donahue, Mark Galbo, Jerry Grey, Daniel Huff, Anthony Sacco, Steven Medbery, Barney Popkin

Members Excused: Neil Gendel, Alice Glasner

Observers were: Dr. Elahe' Enssani (CAO), Dr. Larry Meredith (DPH), Ben Gale (DPH), Sue Cone (DPH), Jim Brehmer (MIS), Paul Fresina (Sanitary Fill Company), Sukey Schwartz (Advisory Committee Secretary)

Meeting began at 8:50 A.M.

I. Introductions, Announcements, Agenda Changes

Introductions were made.

Mr. Jerry Grey announced that Fire Station 36 will be moving from Oak Street to Sanchez Street for seismic upgrading.

Mr. Jerry Motak reminded members that there are vacant slots to be filled on the Hazardous Materials Advisory Committee (HMAC).

Minutes of the last Advisory Committee meeting were approved.

II. DPH Update - Dr. Larry Meredith

Dr. Larry Meredith introduced Mr. Ben Gale. Dr. Meredith noted that Mr. Gale has some very large tasks ahead of him as he takes over the combined bureaus.

Regarding the budget, Dr. Meredith stated that there will be no new General Fund moneys for Environmental Services, and that any new projects will be dependent upon funds generated by user's fees. **There will be no reductions in Environmental Services.**

In response to requests from the HMAC, Dr. Meredith agreed to write a statement outlining the purpose of the Community Action Committee (CAC). Dr. Meredith added that it will not constitute a policy statement, because it would not fall within his jurisdiction to compose the by-laws of the Committee.

Mr. Ben Gale conveyed his interest in working with the HMAC and said that he looks forward to receiving input from the Committee.

III. Hazardous Materials Program Report - Sue Cone

Ms. Sue Cone reported that for the first time, the department will be working with the SFUSD to bring them into compliance with the Hazardous Materials Ordinance. The School District has received an initial bill of $28.000.

Ms. Cone informed the group that SB 1082 mandates the consolidation of Haz Mat and Haz Waste, as well as four other programs. Our department must submit an application by December of 1995 in order to become a Consolidated Unified Program Agency (CUPA).

IV. CAO Update - Elahe' Enssani

In February, the CAO's office and the Hazardous Waste Management Program will be releasing grant applications to small businesses to devise methods for waste reduction. The businesses will be required to match 5% of the grant with their own funds, and can apply for up to $5,000.00 of the grant money (excluding the 5%).

V. Sanitary Fill Update - Paul Fresina

Mr. Fresina distributed a copy of the 1994 VSQG Summary outlining last year's activities. He reported that there will be 12 pick-up days scheduled in 1995 and expects 60 businesses to participate in the program.

VI. Annual Report Discussion

A sub-committee will convene to formulate recommendations for the full Committee regarding the format of the Annual Report.

VII. New Business/Next Month's Agenda

There was no new business.

Meeting adjourned at 10:10 A.M.

City and County of San Francisco

Department of Public Health

HAZARDOUS MATERIALS ADVISORY COMMITTEE

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ANNOUNCEMENT OF MEETING

DATE: February 2, 1995
PLACE: Department of Public Health
101 Grove Street, Room 302

AGENDA

I.	Introductions, Announcements, Agenda Changes, Approval of Minutes - Co-Chair, William Harris, Jr.	8:30 - 8:35
II.	DPH Update - Dr. Larry Meredith Ben Gale	8:35 - 8:45
III.	Hazardous Materials Program Report - Sue Cone	8:45 - 8:50
IV.	SB 1082 - DPH Request for Exemption	8:50 - 9:00
V.	CAO Update - Elahe' Enssani	9:00 - 9:10
VI.	Sanitary Fill Update - Paul Fresina	9:10 - 9:20
VII.	Annual Report Discussion Report from subcommittee	9:20 - 9:55
VIII.	New Business/Next Month's Agenda	9:55 - 10:00

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MINUTES
DATE: FEBRUARY 2, 1995
PLACE: 101 Grove Street, Room 302

Members Present: Jerry Motak, (Co-Chair) Frank Donahue, Mark Galbo, Neil Gendel, Alice Glasner, Anthony Sacco, Steven Medbery, Barney Popkin, Howard Strassner

Members Excused: Ed Fowlie, Jerry Grey, William Harris Jr.

Observers were: Dr. Elahe' Enssani (CAO), Dr. Larry Meredith (DPH), Ben Gale (DPH), Sue Cone (DPH), Jim Brehmer (MIS), Paul Fresina (Sanitary Fill Company), Sukey Schwartz (Advisory Committee Secretary)

Meeting began at 8:50 A.M.

I. Introductions, Announcements, Agenda Changes

Introductions were made.

Mr. Barney Popkin made the following announcements:

The Hunters Point *Citizens Advisory Committee* meets on the third Thursday of the month at 9:00 A.M., at the South East Community Facility, 1800 Oakdale Ave. For more information, call Amy Brownell, S.F. DPH, at 554-2778.

The *Citizens Reuse Committee* meets on the first Monday of the month at 4:00 P.M., at the S.F. Redevelopment Agency, Commission Board Room, 770 Golden Gate Avenue, 3rd Floor.

The *Restoration Advisory Board* (Treasure Island) meets on the fourth Tuesday of the month, at 7:00 P.M., at the Casa de la Vista, Treasure Island. For more information, call Jim Sullivan at 395-5454.

The *Restoration Advisory Board* (Hunters Point Annex) meets on the third Wednesday of the month at 9:30 A.M., at a location to be announced. For information call Mike McClelland at 244-2539.

Mr. Popkin also gave the secretary a list of videos he has on the subject of *Environmental Awareness, Technology Transfer and Training*. Interested parties may contact Sukey Schwartz for the list.

Mr. Jerry Motak announced that there were five vacancies on the Committee. He urged members to contact interested parties and notify them of the openings.

Minutes of the last Advisory Committee meeting were approved.

II. DPH Update - Dr. Larry Meredith/Mr. Ben Gale

Dr. Larry Meredith announced that there will be no reductions in the "Bureau of Environmental Health Management" (the new title of the consolidated bureaus).

Several representatives for the Community Advisory Committee (CAC), have been named by various committees. The CAC will meet later this month to clarify the role and responsibilities of the group relative to the consolidation. As part of the consolidation, Occupational Safety and Health, Base Closures, and the Employee Assistance Program will report directly to Dr. Meredith. All other components of Toxics and Environmental Health Services will report to Mr. Ben Gale.

Mr. Ben Gale reported that the bureau is working on improving its data management system. The existing software and hardware are being inventoried and reviewed for needs and appropriate upgrades. Staff is working with the Fire Department to improve the reporting of information to on-site responders. Ultimately, there remains a need to incorporate a City-wide Geographic Information System (GIS) network for the purpose of increasing the City's Toxics database and expanding its availability to industry, the community, and local decision-makers.

Regarding Mission Bay, the DPH intends to be involved in renegotiations with Cattellus, the City and the developer. The Department would like to see that funds for Toxic clean-up at Mission Bay come from the developer rather than from the General Fund.

Mr. Barney Popkin moved that the Committee formally invite someone from redevelopment to address the HMAC on environmental issues in which they are involved.

The Motion carried unanimously.

III. Hazardous Materials Program Report - Sue Cone

Our Underground Tank Program is scheduled to be audited by the State for the first time. The program has made some fairly large strides in the last few years and stands to benefit by such an audit.

Because of the increasing number of businesses in our system, the Fire Department has asked that we identify them according to battalion district, as well as by the pull box closest to them.

The SFUSD has sent the DPH a check in the amount of $29,000 in a first time effort to comply with our program.

IV. SB 1082 - DPH Request for Exemption - Sue Cone

Ms. Cone distributed a copy of the SB 1082 Implementation Plan Status Report. The Certified Unified Program Agency (CUPA) application is due December 31, 1995. A group within the Department is meeting to complete the application.

It may be in the better interest of the Department to apply for an exemption from SB 1082 for the following reasons:

1. We are already consolidated and currently enforce four out of the six programs outlined in the bill.

2. There is an existing statute in the California Health and Safety Code requiring consolidation of Haz Mat, Haz Waste and the Above-ground Tank program emergency response plans.

3. If the DPH were to become certified as a CUPA it would result in higher fees to businesses.

It was moved that the HMAC take a formal position supporting the exemption. The motion failed because the group felt it needed more information before going on record with a position.

V. CAO Update - Dr. Elahe' Enssani

On January 26th, representatives from Chevron held a press conference to announce that 14 of their San Francisco sites will provide waste oil collection services.

There was discussion about posting signs on garages which collect waste oil. Dr. Ensanni will look into this.

VI. Sanitary Fill Update - Mr. Paul Fresina

Sanitary Fill has applied with the GGNRA to hold a one day collection event at Crissy Field.

The Sanitary Fill EIR is expected to be completed by the end of February.

VII. Annual Report Discussion/Report from Sub-Committee

Discussion was postponed because the Sub-committee was unable to meet in January.

There was no new business.

Meeting adjourned at 10:29 A.M.

City and County of San Francisco

Department of Public Health

HAZARDOUS MATERIALS ADVISORY COMMITTEE

ANNOUNCEMENT OF MEETING

DATE: March 2, 1995
PLACE: Department of Public Health
101 Grove Street, Room 302

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AGENDA

I.	Introductions, Announcements, Agenda Changes, Approval of Minutes - Co-Chair, William Harris, Jr.	8:30 - 8:35
II.	DPH Update Ben Gale	8:35 - 8:50
III.	Hazardous Materials Program Report - Sue Cone	8:50 - 9:00
IV.	CAO Update - Dr. Elahe' Enssani	9:00 - 9:10
V.	Sanitary Fill Update - Paul Fresina	9:10 - 9:20
VI.	Annual Report Discussion Report from subcommittee	9:20 - 9:55
VII.	New Business/Next Month's Agenda	9:55 - 10:00

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MINUTES
DATE: MARCH 2, 1995
PLACE: 101 Grove Street, Room 302

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Members Present: William Harris, Jr., (Co-Chair) Frank Donahue, Edward Fowlie, Neil Gendel, Anthony Sacco, Steven Medbery, Barney Popkin, Howard Strassner

Members Excused: Jerry Motak (Co-Chair), Mark Galbo, Alice Glasner, Jerry Grey

Observers were: Ben Gale (DPH), Sue Cone (DPH), Jim Brehmer (MIS), Paul Fresina (Sanitary Fill Company), Sukey Schwartz (Advisory Committee Secretary)

Meeting began at 8:49 A.M.

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I. Introductions, Announcements, Agenda Changes

Introductions were made.

Mr. William Harris, Jr. announced that, for personal reasons, Mr. Jerry Motak will be taking a leave of absence as Co-Chair, and the Committee will need to elect a temporary replacement.

Mr. Barney Popkin made the following announcements:

The *Citizens Reuse Committee* meets on the first Monday of the month at 4:00 P.M. at the S.F. Redevelopment Agency. For more information, call Amy Brownell, (DPH) at 554-2778.

The *Restoration Advisory Board* meets on the fourth Tuesday of the month at 7:00 P.M. For more information, call Jim Sullivan at 395-5454.

The *Citizens Advisory Committee's Landuse Subcommittee* is scheduled to meet on Tuesday, March 14, 8:00 A.M. at the South East Community Facility, 1800 Oakdale Ave. For more information, call Amy Brownell (DPH) at 554-2778.

The *Restoration Advisory Board* is scheduled to meet Wednesday, March 22, at the South East Community Center at 9:30 A.M. For more information, call Mike McClelland at 244-2539

Minutes of the last Advisory Committee meeting were approved.

II. DPH Update - Mr. Ben Gale

Mr. Ben Gale requested that the Committee provide him with input on data systems for collecting information. GIS is very expensive and the Department would like to consider other options. The database may not be budgeted for quite some time.

Mr. Gale reported on a recycling business in the Bayview/Hunter's Point where the owners abandoned the site without any regard for the toxic contamination they left behind. Mr. Gale is meeting with the City Attorney and the District Attorney to discuss requiring clean-up of sites where operators abandon businesses.

III. Hazardous Materials Program Report - Sue Cone

Ms. Sue Cone reported that a new coding system, for businesses with hazardous materials, has been completed It will be utilized for future program planning.

The Department is working with City College in a program that continues to be successful. The students gain experience acting as consultants for businesses, and the businesses receive assistance in filling out their Hazardous Materials Registration Packets.

A group within our department continues to meet in order to complete the CUPA application. Their target completion date is March 15th. The HMAC will review the application before it goes before the Health Commission and the Board of Supervisors.

The State audit of the Underground Storage Tank Program has been postponed until the end of April.

IV. CAO Update - Dr. Elahe' Enssani

This report was tabled because Dr. Enssani was unable to attend the meeting.

V. Sanitary Fill Update - Paul Fresina

Sanitary Fill's draft EIR was published last Friday and members of the HMAC will be receiving copies of it.

VI. Annual Report Discussion/Report from Sub-Committee

Discussion was postponed because the Sub-committee was unable to meet in February.

VII. Health Code Section 1625 - Neil Gendel

There was discussion about the HMAC taking a formal position supporting a resolution regarding Section 1625 of the Health and Safety Code. Among other things, the resolution would urge the Health Department to perform its functions as outlined in the recently enacted Lead Poisoning Prevention legislation. The committee was unable to vote on this item for lack of a quorum.

VIII. New Business/Next Month's Agenda

There was no new business.

Next Month's Agenda will include:

- Discussion for nomination of Co-Chair.
- Discussion of possible exemption of CUPA status.
- GIS and other Database information systems.
- Abandoned business sites.
- Resolution in support of Section 1625 of the Health Code.

Meeting adjourned at 10:29 A.M.

Hazardous Materials Citizens Advisory Committee

Resolution–Implementation of Health Code §1625

The Hazardous Materials Citizens Advisory Committee (Committee) finds that:

1. Health Code §1625, effective on January 22, 1993, provides that:

> . . . (w)ithin one year from the effective date of this ordinance (January 21, 1994) the Director (of the Department of Public Health) shall develop and implement a program to identify all non-housing sites within the City which are likely to expose children to lead poisoning, to be known as lead hazard sites. The director shall provide public notice of each lead hazard site to the community in which the site is located. The notice shall describe the lead hazard site, the hazard to children, the steps the Department intends to take to reduce lead hazard exposure and the timetable for taking those steps. The notice shall include a contact person in the Department of Public Health.

2. It is early April, 1995, and the Director of the Department of Public health has not developed, nor has it implemented the program called for in Health Code §1625.

3. Lead poisoning is a serious disease in San Francisco. Approximately 8% of the children tested in the City's Child Health and Disability Prevention program have elevated blood lead levels. But lead poisoning is preventable if young children can be protected against unnecessary exposures like those on non-housing sites referred to in Health Code §1625.

4. There are numerous abandoned industrial and commercial sites on private property in areas like Bayview-Hunter's Point which probably contain lead and other hazardous wastes based on their past uses, e.g. paint and battery factories, auto wrecking yards and more.

5. The entire City owes a great debt to the residents of areas like Bayview-Hunter's Point for living next to a number of businesses that benefited all of us but which left behind potentially contaminated sites which may be dangerous to their health.

6. The funds needed to implement Health Code §1625 should come from the City's entire budget, not just from the Health Department's portion of that budget.

Now, therefore, the Committee resolves that:

1. Before implementing Health Code §1625, the Department must submit the proposed program to the Committee and the Lead Poisoning Prevention Citizens Advisory Committee for review and advise no more than 30 calendar days from the date of this resolution.

2. The Director of the Department of Public Health must fully and effectively implement Health Code §1625 immediately after review by the two committees.

3. The Department should seek payment for the costs of implementing the program called for in Health Code §1625 from other city agencies and the owners of the non-housing sites which are identified by the program implemented by the Department.

Signed_____ Dated: April. 1995.

Committee Co-Chair

MEMORANDUM

DATE: March 21, 1995

TO: Members of the Hazardous Materials Advisory Committee

FROM: Sue Con

SUBJECT: Application for Certification as a CUPA

We have completed about 90% of the work needed for our application to the Department of Toxic Substances Control for Certification as a Unified Program Agency (CUPA). In as much as the actual application is rather lengthy, we have summarized it for your review. In those cases where more detailed information would be helpful, additional documentation has been attached. If you would like further information or documentation for any of the application items or if you have any questions about the enclosed documents, please do not hesitate to call me at 554-2733 prior to the HMAC meeting on April 6th.

Discussion about the application and further information about a possible exemption from certain aspects of the CUPA process are agenda topics for the meeting.

SUMMARY OF THE APPLICATION FOR CERTIFICATION AS A UNIFIED PROGRAM AGENCY

The application for certification as a Unified Program Agency is comprised of several sections. It is aimed at describing the applicant agency's programs and procedures that will allow it to function as a CUPA and carryout elements as mandated by SB 1082.

General Approach to Becoming a Certified Unified Program Agency

All of the work currently performed by Hazardous Materials Program (HMP) staff falls within the scope of the CUPA except for the activities performed by the LOP staff. One FTE from the Hazardous Waste Program (HWP) is devoted to hazardous waste generator inspections, another CUPA element. Our approach eventually will be to have HMP staff crossed trained to perform HW inspections and vice versa, thus reducing the redundancy for businesses in complying with HW and HM regulations. Staff will coordinate inspection activities with the Regional Water Quality Control Board (RWQCB) for those businesses that have above ground petroleum storage tanks. The City and County of San Francisco already has a consolidated program regarding fire inspections relating to hazardous materials in that DPH works closely with the Fire Department and has a Fire Inspector on staff in the HMP.

Specific items addressed in the Application for the City and County of San Francisco include the following: *(In those cases where more detail is helpful, a copy of the underlined document is attached.)*

Agency: Department of Public Health / Bureau of Environmental Health Management

Name: Ben Gale, Director

Address: 101 Grove St. Room 217
San Francisco, CA 94102

Telephone: (415) 554-2795 **Facsimile** (415) 554-2703

APPLICATION ITEM	APPROACH	ATTACHMENT TO THIS SUMMARY
Authority	We will attach copies of the Hazardous Waste and Hazardous Materials ordinances to the application.	
Agreements	Not applicable as there are no outside agencies participating with CCSF to implement any of the mandated programs.	
Geographic Scope	The geographic scope is the City and County of San Francisco.	
Number of Businesses Regulated	We will attach a list of program elements and the number of regulated businesses.	A

Program Structure	We will attach an organizational chart.	B
Implementation Plan	We are taking a step-wise approach and utilizing certification as a CUPA to streamline some of our operations. We will attach a draft implementation time.	C
Expertise Requirements	Current staff is considered to possess sufficient expertise. We will attach copies of all job announcements for staff involved in CUPA activities.	
Training Requirements	We will attach a "certification" that staff will continue to meet training requirements.	
Administrative Procedures	We will attach a "certification" that administrative procedures will meet requirements.	
Consolidated Permit Plan	A business regulated under the CUPA must receive a "consolidated permit." We will attach a draft format.	
Inspection and Enforcement Plan	We will attach a draft Inspection Plan for the CUPA; as well as information concerning our current enforcement procedures.	D
Fee Accountability / Single Fee System	We are currently developing this. A CUPA is allowed a 5-year implementation time line for a single fee system.	
Budget/resources	We will attach copies of the current budgets for the Hazardous Materials and Hazardous waste.	
Reporting Requirements	We will discuss current reporting practices and attach examples of reports that we generate. Some development will be needed to fully support the CUPA.	
Program Implementation History	We will discuss program history and summarize enforcement activities.	
Description of Effect on the County	As described in the attached paragraph concerning the effect on the county.	E
Description of how the Unified Program will lead to less fragmentation.	As described in the attached paragraph concerning fragmentation.	E

NUMBER OF BUSINESSES REGULATED

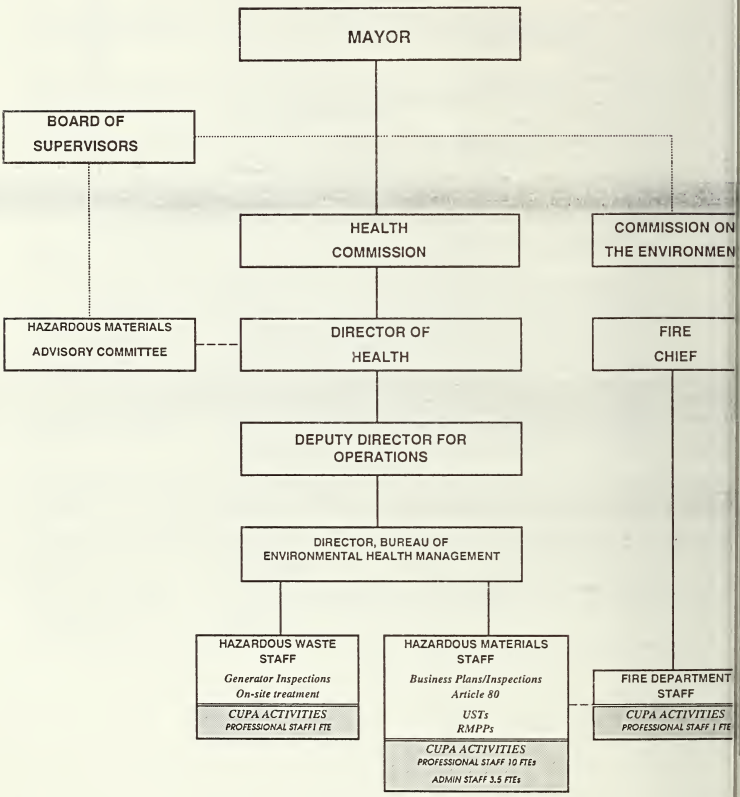
The total number of businesses under each regulated activity is as follows:

REGULATED ACTIVITY	# BUSINESSES
Hazardous Materials Business Plans (Chapt 6.95 of the CAH&S Code),	2200
RMPPS	45
Hazardous Waste Generators	1500
Underground Tank sites	690
Article 80	2200
Above Ground Tankss	10
Authorizations to operate a Hazardous Waste Facility	
Permit By Rule	3
Conditionally Authorized	8
Conditionally Exempt	72

Regulation of businesses under each CUPA program element listed above is not mutually exclusive. Therefore the total number of businesses regulated under *any* CUPA program is about 2300.

A coding system has been developed which will facilitate the tracking and sorting of businesses according to the applicable program. A copy of this coding system is included in this application as *Attachment D*. From an 8 digit code, we are then able to determine the approximate level of above ground storage, any special designation which a facility might have (such as a laboratory), the physical state of any AHM that is present, the number of USTs, the approximate amount of hazardous waste generated per year, the level of regulation for hazardous waste treatment, and the presence of above ground storage tanks.

CITY AND COUNTY OF SAN FRANCISCO



ATTACHMENT B

CERTIFIED UNIFIED PROGRAM IMPLEMENTATION PLAN

	JAN 95	FEB 95	MAR 95	APR 95	MAY 95	JUN 95	JUL 95	DEC 95	JAN 96	JUL 96	DEC 96	JAN 97	JUL 97
Review staff training & fill in gaps where necessary	▮▮▮▮▮	▮▮▮▮▮	▮▮▮▮▮	▮▮▮▮▮	▮▮▮▮▮	▮▮▮▮▮	▮▮▮▮▮	▮▮▮▮▮					
Review current accounting system & modify as required to facilitate single fee system	▮▮▮▮▮	▮▮▮▮▮	▮▮▮▮▮	▮▮▮▮▮	▮▮▮▮▮	▮▮▮▮▮	▮▮▮▮▮	▮▮▮▮▮	▮▮▮▮▮	▮▮▮▮▮			
Amend local Hazardous Waste Ordinance incorporating new fee structure	▮▮▮▮▮	▮▮▮▮▮	▮▮▮▮▮	▮▮▮▮▮	▮▮▮▮▮	▮▮▮▮▮	▮▮▮▮▮						
Perform database modifications to facilitate fiscal analysis	▮▮▮▮▮	▮▮▮▮▮	▮▮▮▮▮										
Code businesses according to new coding system & input data		▮▮▮▮▮	▮▮▮▮▮	▮▮▮▮▮	▮▮▮▮▮	▮▮▮▮▮	▮▮▮▮▮						
Perform fiscal analysis & develop revised fee schedule to facilitate single fee collection							▮▮▮▮▮	▮▮▮▮▮					
Review required documents & modify to assure compliance with 19CCR Sec 2729 & 2730 and CAH&S Code Sec 25503.4							▮▮▮▮▮	▮▮▮▮▮	▮▮▮▮▮	▮▮▮▮▮			
Review local hazardous materials ordinance & amend as neces sary to reflect CUPA ordinance									▮▮▮▮▮	▮▮▮▮▮	▮▮▮▮▮		
Implement issuance of combined Certificate of Compliance											▮▮▮▮▮		
Cross-train existing staff via a team approach to inspections training to allow most inspections to be performed by a single inspector									▮▮▮▮▮	▮▮▮▮▮	▮▮▮▮▮		
Implement single fee system												▮▮▮▮▮	
Revise standard operating procedures to reflect ordinance amendment(s) & policy modifications												▮▮▮▮▮	▮▮▮▮▮

ATTACHMENT C

CUPA INSPECTION PLAN

I. INVENTORY OF REGULATED BUSINESSES

The number of businesses regulated under each CUPA program element is provided in application item #6. These numbers are current as of the date of the application. As staff are trained and more businesses are inspected and identified, the number of businesses regulated under each program element may increase in the future.

Currently, the total number of regulated businesses under any CUPA program element is estimated to be:

	2200	registered businesses
	100	businesses regulated under another program element, but not required to register
TOTAL	**2300**	**Businesses regulated under CUPA**

Of these 2300 businesses, approximately 60 are medical offices (dentists, physicians, podiatrists, veterinarians, pharmacists) who are not required to submit annual business plans or pay annual fees, consistent with Chapter 6.95 of the CA Health and Safety Code.

II. BUSINESS CHARACTERIZATION

Businesses regulated under CUPA in San Francisco can be categorized as either Category I, Category II, or Category III, according to the following scheme:

Type of Facility	Criteria
Category I Facility Any facility that:	• Has an above ground storage quantity group total of 15 or less and • Is not required to register and • Is regulated under no more than two CUPA program elements e.g. a dry cleaning facility
Category II Facility Any facility that:	• Has an above ground storage quantity group total between 16 and 30 or • Is permitted under one CUPA program element or • Is regulated under three or more CUPA program elements or • Because of specific operating conditions, is determined to be so by the Department e.g. a large plating facility
Category III Facility Any facility that:	• Has an above ground storage quantity group total between 31 and 45 or • Is permitted under more than one CUPA program element or • Because of specific operating conditions, is determined to be so by the Department e.g. certain campus facilities at UCSF

Of the 2300 total businesses, we have estimated that ≈ 65% are Category I facilities, ≈ 30% are Category II facilities and ≈ 5 % are Category III facilities.

Number of **Category I facilities**	≈	1500
Number of **Category II facilities**	≈	700
Number of **Category III facilities**	≈	100

Of the Category III facilities, about 80 are on-site hazardous waste treatment facilities. The remainder meet one of the other criteria for Category III facilities.

III. BUSINESS REGULATION

Regulation of businesses under CUPA involves three processes or events which occur at specified intervals as follows:

PROCESS/EVENT	FREQUENCY
Identification/processing of new businesses or changes to the status of existing businesses	On-going
Receipt of fees and review of required documentation	Annual
On-site inspection	Varies (See Section IV.)

IV. WORK LOAD ANALYSIS

Based upon historical records, time estimates were developed for activities involved with each of these processes or events. The time estimates for these activities are based upon the average time required according to current operating procedures. They do not take into account implementation of additional State mandates such as acceptance and review of standardized chemical inventory reporting forms as required by SB 1524. Implementation of new mandates will most likely add to the time required for some activities.

TABLE I

ON-GOING ACTIVITIES TO SUPPORT BUSINESS REGULATION			
ACTIVITY	ADMIN STAFF ACTIVITY	PROFESSIONAL STAFF ACTIVITY	HOURS/YEAR
Field Screening		X	600
Database/File Maintenance	X		300
Tracking/Notification	X		300
Complaint investigation/follow-up		X	100
TOTAL			600 hrs admin staff 700 hrs prof staff

TABLE II

ANNUAL ACTIVITIES REQUIRED FOR ALL BUSINESSES				
ACTIVITY	ADMIN STAFF ACTIVITY	PROFESSIONAL STAFF ACTIVITY	HOURS/BUSINESS	HRS/YEAR (HRS/BUS x 2300 BUS)
Tracking/Notification	X		0.5	1150
Receipt/Review	X		1	2300
Database/File Maintenance	X		1	2300
Certificate Issuance/Accounting	X		1.5	3450
Supervisory/Technical Oversight/Support/Enforcement		X	1	2300
		TOTAL	4 hrs admin staff 1 hr prof staff	9200 hrs admin staff 2300 hrs prof staff

TABLE III

PROFESSIONAL STAFF ACTIVITIES CATEGORY I FACILITIES	
ACTIVITY	HRS /INSPECTION
Review/Assign/Track	1
Pre-Insp Prep	1
Inspection	2
Post Insp Follow-Up	1.5
TOTAL	5.5 HRS /INSPECTION

TABLE IV

PROFESSIONAL STAFF ACTIVITIES CATEGORY II FACILITIES	
ACTIVITY	HRS /INSPECTION
Review/Assign/Track	1
Pre-Insp Prep	2
Inspection	4
Post Insp Follow-Up	4
Hearings: Public participation/enforcement	1
TOTAL	12 HRS /INSPECTION

TABLE V

PROFESSIONAL STAFF ACTIVITIES CATEGORY III FACILITIES	
ACTIVITY	HRS / INSPECTION
Review/Assign/Track	2
Pre-Insp Prep	4
Inspection	6
Post Insp Follow-Up	6
Hearings: Public participation/enforcement	2
TOTAL	20 HRS / INSPECTION

V. ANNUAL ACTIVITIES (See Table I and II)

Administrative staff:

	Table I:	600 hrs
	Table II:	9200 hrs
	TOTAL	9800 hrs/yr

9800 hrs	÷	1776 hrs/FTE	=	5.5 FTE

Professional staff:

	Table I:	700 hrs
	Table II:	2300 hrs
	TOTAL	3000 hrs/yr

3000 hrs	÷	1776 hrs/FTE	=	1.7 FTE

Current administrative staff for activities included in the CUPA program is 4.0 FTEs. Based upon work load analysis at current staffing levels and with current operating procedures we have determined that there exists an administrative staffing shortfall of approximately 1.5 FTE. Depending on work load, professional staff are occasionally required to perform activities normally performed by administrative staff. Hiring constraints based upon current budgetary considerations exist and are an obstacle to creating and staffing another position. Future budgetary planning strategy will include concerted efforts to acquire additional administrative staffing. Furthermore, as operations become increasingly automated and electronic data transfer becomes the norm, we anticipate that time required to track, notify and process annual submissions will decrease.

VI. TIME REQUIRED TO INSPECT BUSINESSES (See Tables II - IV.)

The CUPA program will be staffed to perform business inspections at the following frequency:

On-site HW Treatment (HWT) facilities	--	1/ 2 years (as required by State law)
All others	--	1/32 months (2.7 years)

The number of hours required to maintain this inspection schedule is as follows for each type of facility:

Category I:	1500 insp X	5.5 hrs/insp =	8250 hrs	X	1/2.7 yrs	=	3056 hrs/yr
Category II:	700 insp X 12	hrs/insp =	8400 hrs	X	1/2.7 yrs	=	3111 hrs/yr
HWT facilities:	80 insp X 20	hrs/insp =	1600 hrs	X	1/2 yrs	=	800 hrs/yr
Other Category III:	20 insp X 20	hrs/insp =	400 hrs	X	1/2.7 yrs	=	148 hrs/yr
					TOTAL		7115 hrs/yr

The number of FTEs required is therefore:

7115 hrs/yr	÷	**1776 hrs/FTE**	=	4 FTE

Program goals are periodically re-evaluated to determine if modifications are required. As a result of this evaluation, goals may shift during the year depending on vacancies, progress of cross training, and other program demands such as the number of UST closures that are occurring. However, inspection frequency will not drop below that which is listed in the inspection frequency table, below. Furthermore, we anticipate that the time required for each type of inspection will decrease as staff is cross trained and becomes more familiar with the facilities.

MANDATED INSPECTION FREQUENCIES		
Program Element	**Inspection Frequency**	**Statutory reference**
HW Generator	no mandated frequency	
HWT - PBR, CA, CE	/2 years	H&SC 25201.4
UST	/3 years	H&SC 25288(a)
Above Ground Storage	/3 years	H&SC 25508(b)
RMPPs (AHM facilities)	/3 years	H&SC 25537

VII. PROFESSIONAL STAFF ACTIVITIES

Professional activities can be classified into several main categories. Each of these categories has several elements associated with it as follows:

ACTIVITY	ELEMENTS
Training	• Provide classroom instruction • Receive classroom instruction • Provide on-the-job instruction • Receive on-the-job instruction
Inspection	• Assign inspections • Review file prior to inspection • Perform on-site inspection • Perform enforcement activities • Follow-up on outstanding applications • Track status • Make referrals
UST closure	• Review/approve closure application • Coordinate with responsible parties/contractors • Schedule removals/closures • Perform on-site oversight • Follow-up on outstanding cases • Prepare notices of completion • Perform enforcement activities • Make referrals • Report on program activities
Miscellaneous Permitting	*Note: This activity refers to work performed by the Permitting Group and does not necessarily reflect work directly related to actual permitting of businesses.* • Oversight of UCSF • Oversight of City Facilities • Participate in community meetings/hearings • Make referrals • Track/Report on program activities • Investigate complaints

Miscellaneous Registration	*Note: This activity refers to work performed by the Registration Group and does not necessarily reflect work directly related to actual registration of businesses.* • Oversight of School District facilities • Field Screening • Database Maintenance • Track/Report on Program Activities • Investigate complaints • Verify "Disclaimers" * • Follow-up on Post Office returns and no responses • Make referrals
Technical Support	*Note: These specialized activities are performed by senior staff, who, through years of education and experience, have developed a great deal of technical expertise in specific areas such as data base development or underground storage tanks.*
Supervision/Management	• Direct staff supervision • Program planning and evaluation
Miscellaneous Other	• Regular staff meetings • Special Projects

* A "Disclaimer" is a form submitted by a business certifying that the business is not required to register.

VII. WORK DISTRIBUTION

Based upon current program goals, each participating staff member's work time was analyzed and work distributed across the above activities so as to maximize efficiency and opportunities for cross training.

The table below lists each CUPA professional staff member by initials as well as activities that that are performed by them. Across each row, under each activity, is a percentage of time that each individual is expected to spend on that specific activity. The last row of the table lists the total number of FTEs devoted to each activity. It should be noted that the number of FTEs devoted to inspectional activities is 4.0.

PERCENTAGE OF TIME SPENT BY PROFESSIONAL STAFF IN CUPA ACTIVITIES YEAR 1

STAFF	TRAINING		INSPECTION	UST CLOSURE	MISC REGISTRATION	MISC PERMITTING	TECHNICAL SUPPORT	SUPERVISION/ MANAGEMENT	MISC OTHER
SC	5		0	0	20	10	0	50	15
PF	5	5	20	0	0	40	0	20	10
PJ	5	5	10	0	50	0	0	20	10
LHL	20		20	0	30	0	20	0	10
LML	10		20	10	20	10	20	0	10
RR	10		70	0	10	0	0	0	10
VS	10		70	0	10	0	0	0	10
PS	5	5	30	40	0	10	0	0	10
JT	5	5	40	30	0	10	0	0	10
ET	10		10	30	40	0	0	0	10
CW	10		30	30	0	10	10	0	10
JY	10		50	20	10	0	0	0	10
KY (.25 FTE)	5		10	0	0	10	0	0	10
VACANT	50		20	0	0	20	0	0	10
HW INSPECTOR (1 FTE)	50*		0*	0	0	20	20	0	10
TOTAL FTEs	2.3		4.0	1.6	1.9	1.4	0.7	0.9	1.45

* Inspections performed by the hazardous waste inspector will be joint inspections with a hazardous materials inspector. The 50% time figure for the training activity represents these inspections. Shaded areas represent cross-training between HM and HW. Training activities within the HM program (either receiving or providing) are represented by the white areas.

Professional staffing levels are currently adequate to assume full implementation of CUPA program elements. However, they may not remain adequate as more businesses are identified.

VIII. INDIVIDUAL WORKLOAD

This inspection plan requires that inspectional staff perform a maximum of 19 business inspections per month for those individuals who spend at least 70% of their time on inspectional activities. The number of inspections per month will vary, based upon an individual's work load distribution and the complexity of the inspectional assigned.

IX. CROSS TRAINING TO MAXIMIZE PROGRAM EFFICIENCY

Given the preceding work load analysis and distribution, a three year cross training plan for professional staff was developed:

CUPA CROSS TRAINING PROGRAM	
YEAR ONE	• 4.0 FTE will be spent on inspections. • Approximately 50 of the hazardous waste inspector's time will be spent on joint inspections for the purpose of cross training or in providing classroom training to other staff.
YEAR TWO	• By the end of the first year, the hazardous waste inspector will have been trained to perform hazardous materials inspections. • At least three hazardous materials inspectors will be fully trained to perform hazardous waste inspections. • Training will continue. • Work load distribution may be adjusted so as to allow inspections to be performed by one inspector.
YEAR THREE	• Some of the cross training burden will be assumed by senior hazardous materials staff who were initially trained to do hazardous waste inspections. • By the end of this year all CUPA staff (except new hires) will be fully trained in hazardous materials and hazardous waste inspections.

22. **NO ADVERSE EFFECT UPON THE COUNTY**

Certification as a Unified Program will have no adverse effect on the county, in as much as the hazardous waste, hazardous materials, Section 103 of Article 80 of the Fire Code, as well as underground tanks, have already been operating as a unified. Application for Certification has forced the Department of Public Health to closely examine its organizational structure and propose changes which would streamline operations and provide opportunities for cross training. Close coordination with the Regional Water Quality Control Board and notification of planned inspections for those facilities having above ground storage tanks, will lead to greater efficiency and will facilitate the process of compliance for businesses. Since the City and County of San Francisco is taking the opportunity of application for certification as a CUPA to refine and streamline its own internal procedures, businesses will ultimately benefit.

23. **DECREASE IN FRAGMENTATION**

Since a unified program already exists in San Francisco, there will be no noticeable decrease in fragmentation for businesses located in the City, except that compliance with CUPA program elements will be facilitated by consolidation and streamlining of internal Departmental policies.

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Department of Public Health

HAZARDOUS MATERIALS ADVISORY COMMITTEE

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ANNOUNCEMENT OF MEETING

DATE: April 6, 1995
PLACE: Department of Public Health
101 Grove Street, Room 302

AGENDA

I.	Introductions, Announcements, Agenda Changes, Approval of Minutes - Co-Chair, William Harris, Jr.	8:30 - 8:35
II.	DPH Update Ben Gale Abandoned sites	8:35 - 8:45
III.	Hazardous Materials Program Report - Sue Cone Discussion of exemption from CUPA status	8:45 - 9:00
IV.	CAO Update - Dr. Elahe' Enssani	9:00 - 9:10
V.	Sanitary Fill Update - Paul Fresina	9:10 - 9:20
VI.	Annual Report Discussion Report from subcommittee	9:20 - 9:40
VII.	Nomination of new co-chair	9:40 - 9:45
VIII.	GIS and other data systems	9:45 - 9:55
IX.	New Business/Next Month's Agenda	9:55 - 10:00

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City accommodate these individuals.

IF YOU ARE UNABLE TO ATTEND, PLEASE CALL
SUKEY SCHWARTZ, SECRETARY, AT: 554-2775

HAZARDOUS MATERIALS ADVISORY COMMITTEE

MINUTES
DATE: APRIL 6, 1995
PLACE: 101 Grove Street, Room 302

Members Present: Frank Donahue, Edward Fowlie, Frank Donahue, Neil Gendel, Alice Glasner, Steven Medbery, Anthony Sacco, Barney Popkin, Anthony Sacco, Howard Strassner

Members Excused: Bernard Thomas, William Harris, Daniel Huff

Observers were: Ben Gale (DPH), Sue Cone (DPH), Dr. Elahe' Enssnai (CAO), Sukey Schwartz (Advisory Committee Secretary)

Meeting began at 8:36 A.M.

I. Introductions, Announcements, Agenda Changes

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Introductions were made.

There were no announcements:

Minutes of the last Advisory Committee meeting were approved.

II. DPH Update - Mr. Ben Gale

Mr. Ben Gale combined items number 2 and 8. Mr. Gale reported that there is an existing computerized list of waste sites. An individual from the EPA will be working with our department in order to expand the database to include Federal, State and City properties. Mr. Gale would like to see the GIS include surface and above-ground information as well as data on underground sites.

The DPH is establishing a Bayview/Hunter's Point Citizen's Advisory Committee to address concerns in those neighborhoods, including abandoned waste sites.

The Department is requesting that the Bureau of Environmental Health Management (BEHM) make a $200,000.00 contribution to budget reduction. Suggested cutbacks include staffing for the Mission Bay/Base

Closure program and elimination of funding for the in-house Fire Inspector's position.

Mr. Howard Strassner requested that the Committee send a motion to Mayor Jordan regarding user-fee self sufficiency within the BEHM. Mr. Barney Popkin developed the following language for the motion:

The San Francisco HMAC endorses the Mayor's objective to recover costs of services from the Hazardous Materials and Hazardous Waste regulated community as good fiscal and public policy. However, the Mayor and the Board of Supervisors should understand that it is not possible to obtain a full 100 percent cost recovery of Department of Public Health toxics services because many of these functions are administrative, research, documentation, and general inspection and monitoring without a specified accountable or chargeable regulated entity. These specific functions include for example, emergency response, inspection of businesses that do not require registration, etc.

The Motion passed unanimously.

III. Hazardous Materials Program Report - Sue Cone

The amendment to the Health and Safety Ordinance, scheduled for April 11th, will now be heard before the Committee on Health, Safety and the Environment at its April 25th meeting. The State audit of the Underground Tank program will be performed on that same day.

Permitting for acutely hazardous materials will be heard at next month's meeting of the HMAC. This permitting will affect some 45 businesses, including swimming pools, and will require an additional amendment to the Ordinance.

Ms. Cone distributed a computerized graph that represents San Francisco businesses that deal with hazardous materials. The graph measures the number of businesses as they fall under various quantities of hazardous materials.

Ms. Cone requested that the Committee approve a resolution endorsing the "Application for Certification as a Consolidated Unified Program Agency" (CUPA).

IV. CAO Update - Dr. Elahe' Enssani

Dr. Enssani reported that:

1) The County Hazardous Waste Plan had been approved;
2) A Waste Minimization Award had been presented to several San Francisco departments;
3) The U.S. Conference of Mayors selected several San Francisco programs as models to promote; and
4) ABAG is working on standardizing the criteria for designation as a "Green Business".

V. Sanitary Fill Update - Paul Fresina

This report was tabled because Mr. Fresina was unable to attend the meeting.

VI. Annual Report Discussion/Report from Sub-Committee

Discussion was postponed because the Sub-committee was unable to meet in March.

VII. Old Business

There was motion to support Mr. Neil Gendel's resolution regarding the Implementation of Health Code 1625. The motion carried unanimously.

VIII. Nomination of New Co-Chair

Mr. Howard Strassner was elected Co-Chair.

IX. New Business/Next Month's Agenda

There was no new business.

Next Month's Agenda will include:

A report by Mr. Barney Popkin on his recent visit to Singapore.
Discussion of Permitting for acutely hazardous materials.

Meeting adjourned at 10:30 A.M.

Hazardous Materials Advisory Committee

RESOLUTION

Endorsement of Application for Certification as a Unified Program Agency

WHEREAS, Chapter 6.11 of the California Health and Safety Code requires the consolidation of six hazardous waste and hazardous materials programs, to create a "Certified Unified Program Agency" (CUPA), and

WHEREAS, Chapter 6.11 of the California Health and Safety Code further requires that all counties apply for certification as a Unified Program Agency, and

WHEREAS, the City and County of San Francisco is already functioning as a unified agency for implementation of hazardous waste and hazardous materials, including underground storage tanks,

BE IT RESOLVED THAT the Hazardous Materials Advisory Committee endorses the Department of Public Health Bureau of Environmental Health Management application to the California Department of Health Services for certification as a Unified Program Agency, and

BE IT FURTHER RESOLVED THAT the Hazardous Materials Advisory Committee urges the Health Commission and the Board of Supervisors to endorse the Department of Public Health Bureau of Environmental Health Management application for certification as a Unified Program Agency.

_____ _____

Hazardous Materials Advisory Committee Co-Chair Date

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City and County of San Francisco

Department of Public Health

HAZARDOUS MATERIALS ADVISORY COMMITTEE

ANNOUNCEMENT OF MEETING

DATE: May 4, 1995
PLACE: Department of Public Health
101 Grove Street, Room 302

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AGENDA

I.	Introductions, Announcements, Agenda Changes, Approval of Minutes - Co-Chair, Howard Strassner	8:30 - 8:35
II.	DPH Update -Mr. Ben Gale	8:35 - 8:45
III.	Hazardous Materials Program Report - Sue Cone Permitting for Acutely Hazardous Materials	8:45 - 8:55
IV.	CAO Update - Elahe' Enssani	8:55 - 9:05
V.	Sanitary Fill Update - Paul Fresina	9:05 - 9:15
VI.	Annual Report Discussion	9:15 - 9:40
VII.	Action: Approval of Resolution Regarding Endorsement of DPH Application for Certification as a Unified Program Agency	9:40 - 9:50
VIII.	Report on Environmental Concerns (Singapore) - Barney Popkin	9:50 - 10:05
IX.	New Business/Next Month's Agenda	10:05 - 10:10

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City accommodate these individuals.

IF YOU ARE UNABLE TO ATTEND, PLEASE CALL SUKEY SCHWARTZ, SECRETARY, AT: 554-2775

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HAZARDOUS MATERIALS ADVISORY COMMITTEE
MINUTES
DATE: November 2, 1995
PLACE: 101 Grove Street, Room 302

Members Present: Edward Fowlie, Frank Donahue, Mark Galbo, Neil Gendel, Alice Glasner, Jerry Grey, Barney Popkin, Anthony Sacco, Howard Strassner

Members Excused: Steven Medbery

Observers were: Ben Gale (DPH), Sue Cone (DPH), Sukey Schwartz (Advisory Committee Secretary)

Meeting began at 8:36 A.M.

I. Introductions, Announcements, Agenda Changes

Introductions were made.

The October Minutes were approved.

II. Hazardous Materials Program Report - Sue Cone

Ms. Sue Cone announced that there will be a workshop next Wednesday, at 6:00 P.M., regarding UST upgrade requirements necessary for 1998.

Ms. Cone will meet with officials from San Mateo County to discuss oversight of the clean-up at 501 Tunnel Avenue. The county line divides the property, leaving the jurisdiction ambiguous.

Ms. Cone gave a presentation on the Current Regulation of Acutely Hazardous Materials, comparing two businesses, one of which was required to have both AHM and RMPP permitting. She then discussed a proposed ordinance change to eliminate AHM permitting. It is duplicative, costly to small businesses and the regulations in the RMPP address the essentials of businesses currently requiring AHM permits.

III. DPH Update - Mr. Ben Gale

The CUPA application will be heard before the Health Commission next week and is then expected to be endorsed by the Board of Supervisors.

The MIS priority list has been completed and Mr. Gale will present it to the HMAC at next month's meeting.

Mr. Gale composed a statement on the Consolidation to be included in the annual report. The comments include references to the fact that funding and services have not diminished due to the consolidation.

With regard to enforcement, fines and penalties have been levied against the Fergosi Paint Company.

Abandoned hazardous waste was discovered at a site on Armstrong Avenue. The offices of the DA and CA are working together with the DPH in abatement efforts at the site. This situation presents a huge drain of the Bureau's resources.

For the first time in the department's history there will be public health nurses on-site to evaluate symptoms being reported after emergencies. The Public Health Officer has broad authority to respond to emergencies, according to sections of State Regulations and Local Ordinances.

IV. Legislative Update - Mr. Neil Gendel

Mr. Neil Gendel distributed copies of a proposed resolution authored by Supervisor Sue Bierman. The proposed legislation urges the DPH to implement the existing Health Code section 1625. Mr. Gendel moved that the HMAC send a letter of support for the document to the Board of Supervisors. The Motion failed 4 to 3.

Mr. Anthony Sacco moved to table the afore-mentioned Motion. This Motion passed 4 to 3.

Mr. Barney Popkin moved that the City Attorney be invited to the next meeting of the HMAC in order to explain exactly the long and short term responsibilities of the Health Officer.

The Motion carried unanimously.

V. Annual Report Discussion

It was suggested that someone compose a short paragraph on the Consolidation.

Mr. Strassner asked HMAC members to submit their suggested corrections to him, and that they review the Final Draft at next month's meeting.

VI. New Business/Next Month's Agenda

Mr. Gendel would like to discuss methods of notification of residents when hazardous materials are present in their neighborhoods.

A representative from the CA's office will be invited to discuss the role and responsibilities of the Health Department regarding emergency response.

Members will review final draft of annual report.

Meeting adjourned at 10:07A.M.

City and County of San Francisco
Department of Public Health
Bureau of Toxics, Health & Safety Services
101 Grove Street, Room 220
San Francisco, CA 94102

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HAZARDOUS MATERIALS ADVISORY COMMITTEE

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ANNOUNCEMENT OF MEETING

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DATE: December 7, 1995
PLACE: Department of Public Health
101 Grove Street, Room 302

AGENDA

I.	Introductions, Announcements, Agenda Changes, Approval of Minutes - Co-Chair, Howard Strassner	8:30 - 8:35
II.	Hazardous Materials Program Report - Sue Cone	8:35 - 8:45
III.	Emergency Responsibilities of the Health Officer - City Attorney's Office	8:45 - 9:00
IV.	Annual Report Discussion	9:00 - 9:30
V.	Community Emergency Response Notification - Richard Lee	9:30 - 9:45
VI.	New Business/Next Month's Agenda	9:45 - 10:00

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HAZARDOUS MATERIALS ADVISORY COMMITTEE

MINUTES

DATE: December 7, 1995
PLACE: 101 Grove Street, Room 302

Members Present: Edward Fowlie, Frank Donahue, Mark Galbo, Jerry Grey, Steven Medbery, Barney Popkin, Anthony Sacco, Howard Strassner

Members Excused: Alice Glasner

Observers were: Sue Cone (DPH), Karen Strandoo (CAO) Maria Trapalis-Baird, (CAO) Elaine Warren (CA), Sukey Schwartz (Advisory Committee Secretary)

Meeting began at 8:45 A.M.

I. Introductions, Announcements, Agenda Changes

Introductions were made.

The November Minutes were approved.

Mr. Howard Strassner added an agenda item on the new Department of the Environment.

Mr. Barney Popkin made the following announcements:

The Navy has approved a plan to use 90 City acres for residential use.

He is on line with the Bay Guardian's E-mail. For information on how to access the E-mail, call: 487-5700.

There will be a party at Mr. Popkin's office tomorrow from 3:00 - 5:00 P.M. to celebrate the zoning for residential uses.

Mr. Steven Medbery introduced Ms. Kareub Strandoo, a new employee of the CAO's Hazardous Waste Management Program.

II. Hazardous Materials Program Report - Sue Cone

Ms. Sue Cone is working on a project that maps toxics all over the City. Ms. Cone displayed the map and distributed copies of a document entitled, "Partial Inventory of Toxic Sites/factors in San Francisco". The document was heard before the Health Commission at its December 5th meeting. The project concentrates mainly on the Bayview/Hunters Point area. There is a series of maps referenced by zip code with information such as total population, toxic air contaminant sites, number of power plants, etc.

The project was prompted by the approval of the siting for a power plant in Hunters Point and by the Board of Supervisors' proposed moratorium on toxics in that area. Changes in zoning codes will be required in order to mitigate problems that this study may identify.

The CUPA application will be heard before the Board of Supervisors today. Governor Pete Wilson signed SB1107, a bill that enables counties to apply for exemptions to the State surcharge.

III. Emergency Responsibilities of the Health Officer - Elaine Warren, CA

Ms. Elaine Warren reported that the duties of the Health Officer are cited in Business Plan Law which requires counties to submit to the State, plans for addressing emergencies. Health Officers have the authority to declare an emergency. The State has no limit on the length of a declared emergency, however the City must renew the status after seven days. The City has the authority to do sampling and investigations of emergencies and also has the right to bill the responsible party for clean-up.

IV. Annual Report Discussion

Mr. Howard Strassner moved to approve the Annual Report with the understanding that there would be some minor changes including the section on consolidation. The Motion carried unanimously.

V. Community Emergency Response Notification - Richard Lee

This item was tabled because Mr. Richard Lee was away on jury duty.

VI. New Business/Next Month's Agenda

Mr. Strassner moved that the HMAC send a letter to the Board of Supervisors urging the rapid implementation of section 1625 of the Health Code. The Motion passed unanimously.

Mr. Barney Popkin and Mr. Steven Medbery were elected Co-chairs, and Mr. Anthony Sacco was re-elected Secretary.

Next month's agenda will include a report from Mr. Richard Lee on EMFs. Also on the agenda will be a discussion on the responsibilities of the HMAC with respect to the Department of the Environment, as well as consensus on which departments should be recommended to fall under the new department.

Meeting adjourned at 10:23 A.M.

Hazardous Materials Program

Monthly Report

OCTOBER 1995

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REGUALTED BUSINESS SUMMARY

Number of Businesses Currently Registered	2200
Total Number of USTs:	1026
Total Number of Permitted USTs:	614
Number of AHM Facilities	50

ATTACHMENTS

- Inspection/Enforcement and Regsitration Summary Report
- HM Cumulative Revenue Report for the Fiscal Year
- UST Closure Report
- Local Oversight Program Monthly Report

REGISTRATION

1. Staff continued to track, process, and issue Certificates of registration

2. Senior staff accompanied staff on field screening and disclaimer inspections.

UNDERGROUND STORAGE TANKS

1. Staff continued to prepared for the upcoming UST Workshop
- Completed presentation materials for the UST Workshop scheduled for December.

2. Staff met with a UST owner to discuss UST closure procedures.

3. Staff met to discuss UST closure by a non-licensed contractor.

INSPECTIONS/ENFORCEMENT

	THIS MONTH	YTD
LIENS RECORDED	0	9
LIENS RELEASED	0	4

1. Staff continued to assign, track, and plan inspections and review enforcement documentation

DATA MANAGEMENT ACTIVITIES
1. Staff created a report for "no Inspection Required".

INSTITUTIONS
UCSF
None

SFSU
1. Staff drafted and reviewed a letter concerning HMO compliance to SFSU.

Treasure Island
1. Staff initialed contact with Treasure island to begin compliance efforts.

CITY FACILITIES
None

UNIFIED SCHOOL DISTRICT
1. Staff continued to work with the SFUSD to achieve compliance with the HMO.

RMPPS/ AHMS

PERSONNEL

TRAINING RECEIVED
1. Staff attended the following classes, courses, or training sessions.
- 8-hour Health & Safety refresher
- VDT training
- UST classroom training
- EPA Public Involvement and Risk Communication
- 2-day advanced ACCESS class

MEETINGS
1. Staff attended the following meetings:

    - Regular Division and section staff meetings.
    - Hazardous Materials Advisory Committee meeting.
    - BEHM staff meeting.
    - EWG meeting.
    - Weekly with Ben Gale to discuss program status, planning, etc.

2. Staff met to discuss daily activity reporting

3. Staff attended an administrative staff meeting.

4. Staff attended a health & Safety Workgroup meeting.

5. Staff attended a Bureau hearing.

EDUCATION/OUTREACH

1. Staff continued to provide outreach to the business community during workshops and question & answer sessions including several held at business sites.

2. Staff continued to provide bi-lingual assistance to the business community on a one-to-one basis in order to obtain compliance with the HMO.

SB 1082 IMPLEMENTATION

1. Staff attended the excec staff meeting to present the application.

2. Staff attended a meeting of the Health Commission for the hearing on the resolution urging endorsement of the application.

MISCELLANEOUS

1. Staff revised the Bureau Hearing SOP.

2. Staff researched and ordered document holders and head sets for staff.

3. Staff completed their annual physical exam at CMOSH.

4. Staff developed and participated in a pilot project for daily activity reporting.

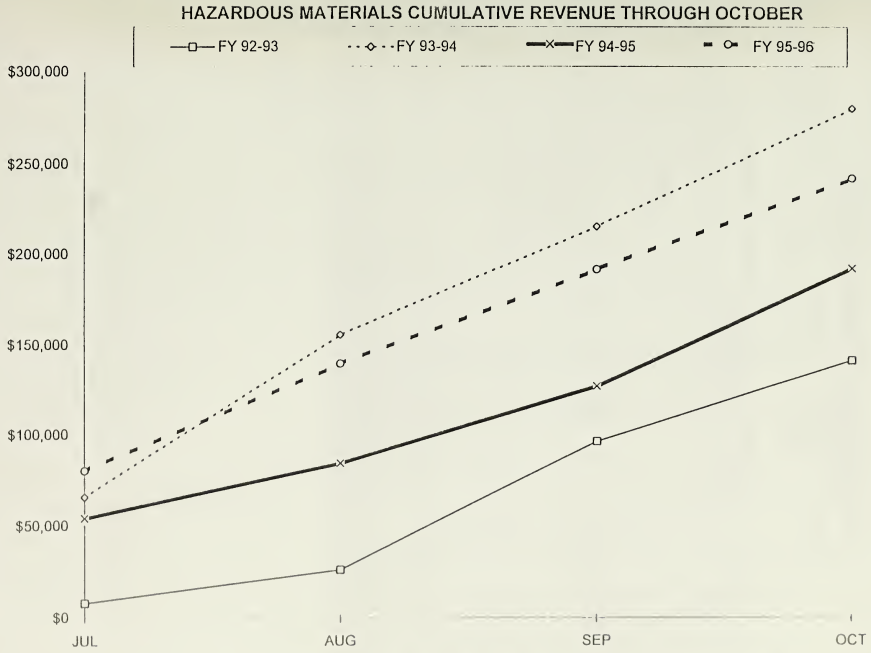
5. Staff met to discuss and began developing a methodology for ranking toxic sites/factors to evaluate toxics loading in the BVHP area.

6. Staff met with attorneys and representatives of Fregosi to attempt settlement on the outstanding penalty complaint.

7. Staff attended an LOP coordination meeting with staff of the RWQCB.

HAZARDOUS MATERIALS PROGRAM ACTIVITY SUMMARY FOR OCTOBER 1998

INSPECTIONS	NUMBER OF ACTIVITIES THIS MONTH		NUMBER OF ACTIVITIES THIS FISCAL YEAR
Complaint 1	1	Complaint 1	7
Disclaimer	23	Disclaimer	59
Field Screen	31	Field Screen	223
No Response	9	No Response	16
Reg/UST 1	3	Onsite Consultation	2
Registration 1	60	Reg/UST 1	34
Registration 2	6	Reg/UST 2	4
UST Inspection 1	1	Registration 1	224
		Registration 2	9
		UST Inspection 1	21
ENFORCEMENT			
Citation to Appear	2	Citation to Appear	2
Notice of Violation	66	Notice of Violation	288
Valid Disclaimer	16	Valid Disclaimer	111
REGISTRATION			
First Time Applications Mailed	40	First Time Applications Mailed	227
First Time Applications Processed	30	First Time Applications Processed	101
Renewal Applications Mailed	86	Renewal Applications Mailed	336
Renewal Applications Processed	48	Renewal Applications Processed	207
UST PERMITS			
Renewal Permit	39	New Permit	89
		Renewal Permit	50


HAZARDOUS MATERIALS CUMULATIVE REVENUE THROUGH OCTOBER
FY 92-93
FY 93-94
FY 94-95
FY 95-96
$300,000
$250,000
$200,000
$150,000
$100,000
$50,000
$0
JUL
AUG
SEP
OCT

HAZARDOUS MATERIALS PROGRAM
UST CLOSURE SECTION MONTHLY REPORT

July 1, 1995- June 30, 1996

	TOTAL APPLICATIONS PROCESSED		TOTAL TANKS CLOSED			
	Removals	Closures in Place	Removed	Closed In Place	NOCs ISSUED	TOTAL HOUR EXPENDED
JULY	34	0	36	3	34	192.2
AUGUST	19	0	35	1	27	127.6
SEPTEMBER	19	0	25	0	26	117.3
OCTOBER	32	0	25	0	17	138.0
NOVEMBER						
DECEMBER						
JANUARY						
FEBRUARY						
MARCH						
APRIL						
MAY						
JUNE						

II. Non-Site Specific Activities:

- V.D.T. Training - C.D.M., A.L., S.C., M.A., T.L.
- Meeting with S.W.R.C. B. & R.W.Q.C.B. - C.D.M., A.L., S.C., M.A., T.L.
- Meeting with Groundwater Committee re: San Francisco Master Plan for Groundwater use - C.D.M.
- Staff Meeting - C.D.M., A.L., S.C., M.A.
- Meeting with UST Staff/Workshop Presentation re: LOP

III. Correspondence

Type of Correspondence	Total Since Start of LOP	Fiscal Year 1995-96	October 1995
Notice of Reimbursement	570	102	24
Informal Enforcement Letter	347	48	5
Cleanup & Abatement Order ,	3	0	0
Draft Cleanup & Abatement Order	2	0	0
Corrective Action Order	1	0	0
Work Plan Approval	261	67	15
Correspondence/Public Participation	125	32	4
Case Closure Request to R.W.Q.C.B.	102	27	5
Draft Case Closure - DPH-LOP Issued	23	8	6
Case Closure Letters - DPH-LOP Issued*	223	66	13
Case Closure Letters - R.W.Q.C.B. Issued*	16	3	1
Memorandum of Findings	24	0	0
Quarterly Reports	13	1	0
Invoices	11	1	0
Director's Decision	4	1	1

*No. of case closures = No. of DPH-LOP issued closure letters + RWQCB issued closure letters

cc: Vic Pal, RWQCB
Lori Casias, SWRCB
Sue Cone

SAN FRANCISCO LOCAL OVERSIGHT PROGRAM
SUMMARY OF MONTH OF OCTOBER 1 TO OCTOBER 31, 1995

This status report provides a summary of LOP site specific, non-site specific (administrative) activities performed between October 1 to October 31, 1995. The correspondence sent to date is also included.

I. Site Specific Activities:

- *Administrative Tasks (various sites)*

  LOP staff worked on approximately 85 sites during the month. This included review of files to determine site status, issuing enforcement letters, case closure letters, notices of reimbursement, approval of work plans, updating R-base LUSTIS (leaking underground storage tank information system), and assisting with UST file search.

- *Various meetings with Responsible Parties (RPs) and Consultants Regarding Site Status*

  - Meeting with Caltrans re: 150 1st Street
  - Meeting with Redevelopment Agency
  - Meeting with R.W.Q.C.B. re: 2601 Lombard Street
  - Meeting with RP re: 5400 Mission
  - Meeting with S.F.P.D. and BCM-SAR re: 1 John Young Lane
  - Meeting with MUNI & PUC re: 1095 Indiana Street

- *Site Visits (Includes Drilling, Inspection, & Overexcavation of Soil)*

  - 6099 Geary Boulevard
  - 777 Brannan Street
  - 1200 Ninth Avenue (visited twice for drilling & excavation)
  - 2399 Nineteenth Avenue
  - 2199 Lombard Street
  - 2200 Alemany St.
  - 2000 Oakdale St.
  - 319 Bayshore Boulevard
  - 701 Portola Avenue
  - 530 Sansome Street (visited twice)
  - 2601 Lombard St.
  - 3070-3090 23rd Street
  - 340 Sixth Street
  - 695 San Jose Avenue
  - 2998 San Jose Avenue
  - 3675 Geary Boulevard
  - 2454 Alemany Street
  - 789 Monterey Boulevard
  - 1401 Nineteenth Avenue
  - 302 Potrero Avenue (5 inspections/visits)
  - 530 Sansome Street
  - 398 Tenth Street